

# University of Sheffield Students' Union Bye Laws



May 2022

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# Bye-Law 1 - MEMBERSHIP

## 1. FULL MEMBERSHIP

- 1.1. The provisions for Full Membership shall be as specified in and subject to the Constitution, and the following:
  - 1.1.1. To be eligible for full membership, the registered programme of study must run for at least fifteen weeks.
  - 1.1.2. Students on the Erasmus, visiting or study abroad programmes, shall be Full Members of the Students' Union.
- 1.2. Full membership shall be valid for the duration of registration as a student of the University, provided that:
  - 1.2.1. A candidate for a full time Higher Degree by research who is required to pay the University a writing up fee shall cease to be a Full Member on the expiry of twelve months from the date on which that fee first became payable.
  - 1.2.2. A candidate for a part time Higher Degree by research who is required to pay the University a writing up fee shall cease to be a Full Member on the expiry of two years from the date on which that fee first became payable.
  - 1.2.3. All graduating full members, who are able to prove they will be eligible for Full Membership within 3 months of graduation, shall be deemed to be Provisional Members described in clause 3.1.2 of the Constitution.
- 1.3. To avoid potential conflicts of interest, Full Members who wish to be both employed by the Students' Union and to hold office on any Committee relating to their area of employment, or as a Trustee or member of Students' Union Council, should first seek approval from the President.

## 2. ASSOCIATE MEMBERSHIP

- 2.1. Associate Membership may be granted to the following:
  - 2.1.1. Postgraduates registered as continuing students who are not considered as Full Members,
  - 2.1.2. Students of the Department of Lifelong Learning,
  - 2.1.3. Occasional students, or those on courses of less than fifteen weeks,
  - 2.1.4. Individuals attending the University on a regular basis for research or study, and
  - 2.1.5. The partners of Full Members, and
  - 2.1.6. Other individuals in such numbers and on such conditions as may be determined by Students' Union Council.
- 2.2. Associate Membership will be granted on payment of a fee determined by Student Executive Committee.

## 3. HONORARY MEMBERSHIP

- 3.1. Honorary Membership shall be granted automatically to the Officers and staff of the University and permanent employees of the Students' Union, and may be granted to temporary employees of the Students' Union.

## 4. HONORARY LIFE MEMBERSHIP

- 4.1. Honorary Life Membership shall be granted automatically to Officers of the Students' Union on completion of their term of office.
- 4.2. Honorary Life Membership may also be granted to other individuals or groups of individuals as agreed by Students' Union Council. The Procedure, Guidelines and Codes of

Practice Handbook will contain details of how this process shall operate.

## **5. RECIPROCAL MEMBERSHIP**

- 5.1.** Full Members of Students' Unions affiliated to the National Union of Students shall be Reciprocal Members.
- 5.2.** The Students' Union Executive Committee may enter into Reciprocal agreements with other recognised Students' Unions, to allow their full members Reciprocal Membership.

## **6. GENERAL ARRANGEMENTS**

- 6.1.** Categories of membership, other than Full membership, shall be valid for such periods as are determined by Student Executive Committee.
- 6.2.** All members, with the exception of Honorary and Reciprocal Members, shall be issued with a membership card which bears a photograph of the member. Reciprocal members shall present an NUS or other students' union card, and Honorary Members shall present a staff identity card, as proof of status.
- 6.3.** All members shall be required to provide proof of age when requested, and to comply with age restricted limitations on activity in order that the Students' Union may comply with safeguarding and licensing regulations.
- 6.4.** All Members may be required to show their membership card, as proof of membership, and shall surrender it to an Officer or employee of the Students' Union on demand.

# Bye-Law 2 - REFERENDA

## 1. ORGANISATION OF A REFERENDUM

- 1.1. The President should be responsible for organising a referendum when instructed:
  - 1.1.1. by a petition of 1,000 Full Members, in relation to the policy of the Students' Union, changes to the Students' Union's Constitution and Bye-Laws, the removal of Officers or other elected officials and the removal of specific duties from an Officer or other elected official;
  - 1.1.2. by a decision of the Students' Union Council, in relation to the policy of the Students' Union, changes to the Students' Union's Constitution and Bye-Laws, the removal of Officers or other elected officials and the removal of specific duties from an Officer or other elected official in accordance with Bye-Law 3. In the case of a referendum called to remove a Students' Union Officer or other elected official, or to remove specific duties from a Students' Union Officer or other elected official, the decision of Students' Union Council shall require a two thirds majority of those present;
  - 1.1.3. by a decision of Student Executive Committee, in relation to a disagreement with Students' Union Council, in accordance with Clause 1.2 of Bye-Law 3;
- 1.2. The Referendum shall be held not sooner than 12 days and not later than 22 days following the decision of the Students' Union Council, or receipt of the petition, or at such other time as may be mutually agreed by the proposers of the referendum and the President.
- 1.3. The referendum shall be arranged in accordance with the following timetable (of days prior to the first day of voting):
  - 12 days: Publish the proposal and date(s) for the referendum, seeking any alternative or related proposals and statements for and against the proposals, within 5 days
  - 7 days: Cease accepting alternative or related proposals
  - 6 days: Publish the proposal, with any alternative or related proposals, and the arrangements for meetings required to debate it.
- 1.4. An alternative or related proposal shall be considered on receipt of a petition of 500 Full Members. It shall be worded so that it can stand alone from, or alongside, the original proposal.
- 1.5. In the case of any dispute regarding the wording of proposals, or if it deems necessary, Students' Union Council shall be empowered to revise the wording of proposals in order to ensure that those voting in referenda are presented with clear choices and decisions.

## 2. GENERAL ARRANGEMENTS

- 2.1. Any decision or petition for a Referendum shall specify a single proposal or separate proposals each of which shall not exceed 200 words, except in the case of Constitution or Bye-Law amendments.
- 2.2. In the case of proposed amendments to the Constitution or Bye-Laws the full wording of the amendments shall be clearly displayed adjacent to the Polling Station.
- 2.3. Students' Union Council shall determine the financial arrangements for publicising referenda. Such arrangements shall ensure that all referenda held within each academic year receive equal funding.
- 2.4. Prior to the Referendum, it shall be the responsibility of the President to organise at least one meeting, open to all Full Members, to debate the proposal.
- 2.5. A minimum of 1,000 Full Members shall be required to cast votes in the Referendum for the decision to be binding.
- 2.6. The Returning Officers shall actively seek statements for and against referenda proposals

to assist those voting to consider the issues involved. If more than one statement is submitted, the Returning Officers shall decide upon which one is published, or may prepare a new statement combining different statements.

- 2.7. The proposers and opponents of a referendum shall be entitled to produce a statement of not more than 200 words, and proposers and opponents of alternative or related proposals a statement of not more than 100 words, for publication in accordance with Bye-Law 16.

### **3. CONDUCT OF THE REFERENDUM**

- 3.1. The Referendum shall be conducted by means of a ballot open to all Full Members.
- 3.2. Polling shall be held on at least one day for at least 8 hours in the Students' Union Buildings, and at least 2 hours in such academic areas and halls of residence as may be determined by Students' Union Council.
- 3.3. The Referendum shall be conducted in accordance with the general regulations covering cross-campus ballots, as laid down in the Bye-Laws.

### **4. NATIONAL UNION OF STUDENTS**

- 4.1. A referendum shall be held annually to consider the affiliation of the Students' Union to the National Union of Students.
- 4.2. This referendum shall normally be held concurrently with the elections for Students' Union Officers.

## Bye-Law 3 - STUDENTS' UNION COUNCIL

1. There shall be a Students' Union Council which is responsible for representing students, agreeing SU Policy and holding Students' Union Officers to account.

### 2. PURPOSE AND AUTHORITY

**2.1** In accordance with procedures outlined in the Bye-Laws, Students' Union Council shall:

**2.1.1** Represent the views of students within the University, locally and nationally

**2.1.2** Guide, direct and support the work of the Students' Union Officers, including:

2.1.2.1 Require reports from Student Executive Committee and individual Students' Union Officers

2.1.2.2 Receive papers and minutes from meetings of the Student Executive Committee, except if either body considers such papers to be confidential due to commercial or staffing considerations;

2.1.2.3 Mandate action, including the reconsideration or suspension of decisions of the Student Executive Committee/ or individual Students' Union Officers

2.1.2.4 censure or commend Student Executive Committee or individual Students' Union Officers;

2.1.2.5 The Student Executive Committee may, in the event of disagreement with a decision of Students' Union Council, refer the matter to a referendum of all members, which shall be held in accordance with the Bye-Laws. The decision of Council shall take precedence over that of Student Executive Committee pending the outcome of the referendum. Any decision taken by referendum shall have precedence over the decisions of Students' Union Council, Student Executive Committee.

**2.1.3** Approve specific budget allocations to Officers, Committees and other student led activity.

**2.1.4** Appoint the Returning Officer for SU elections.

**2.1.5** Oversee and support the work of the Academic and Liberation Forums, and Students' Union Committees.

**2.1.6** Approve proposals for Students' Union Policy.

**2.1.7** Assign policies to the relevant Officer, Forum or Committee for implementation

**2.1.8** Approve Motions, which shall be statements or opinions made on behalf of students on short-term issues

**2.1.9** Approve proposals for Policy to Conferences of the National Union of Students

**2.1.10** Approve amendments to the Students' Union Bye-Laws.

**2.1.11** Receive the annual Students' Union budget and the annual audited accounts of the Students' Union.

**2.1.12** Receive minutes of the Students' Union Trustee Board

**2.2** Students' Union Council shall not consider:

**2.2.1** Any Students' Union staffing matters.

### 3. MEMBERSHIP

**3.1** Students' Union Council shall be composed of the following:

**3.1.1** Students' Union Officers: All Students' Union Officers, as defined in the Bye Laws.

**3.1.2** **Departmental Councillors:** One member elected by and from each academic department or school listed in Annex A, in accordance with Bye-Law 16.

Each student shall be eligible to stand as and vote for the departmental councillor only in their home department, as defined by the University, except that students on dual degree courses shall be eligible to stand in either, but not both, of the departments responsible for their degree programme, and may vote in both departments.

- 3.1.3** Representative Councillors: one member elected by and from each of the following groups, in accordance with the Bye-Laws:
  - 3.1.3.1** BAME students
  - 3.1.3.2** Disabled Students
  - 3.1.3.3** International students
  - 3.1.3.4** LGBT+ students
  - 3.1.3.5** Mature students
  - 3.1.3.6** Postgraduate research students
  - 3.1.3.7** Postgraduate taught students
  - 3.1.3.8** Women students
- 3.1.4** Ethical and Environmental Councillor: one member elected by and from all students.
- 3.1.5** Societies Councillor: one member elected by and from all students.
- 3.1.6** Sports Councillor: one member elected by and from all students.
- 3.2** Students' Union Council may amend the list of departments and schools in Annex A, but any such amendment shall not take effect until the next opening of nominations for Council.
- 3.3** All members of Council shall be responsible for:
  - 3.3.1** Attending and submitting business to meetings of Students' Union Council
  - 3.3.2** Attending meetings of relevant Students' Union Forums, as defined in the Bye Laws
  - 3.3.3** Representing relevant groups of students, and areas of student interest as relevant, at Students' Union Council.
  - 3.3.4** Where they are unable to attend a meeting, appointing a proxy, who shall be a member of the relevant group, and shall be treated as a member for the duration of that meeting
  - 3.3.5** Submitting apologies where they are unable to attend a meeting, and have not been able to appoint a proxy
- 3.4** Departmental Councillors shall:
  - 3.4.1** Inform students in their academic department of the work of the Students' Union, and in particular the work of Academic Forum, and Students' Union Council.
  - 3.4.2** Support student representation within their academic department.
- 3.5** Representative Councillors shall:
  - 3.5.1** Inform students from their representative group of the work of the Students, Union, and in particular of the work of Liberation Forum, and Students' Union Council.

#### **4. OPERATION**

- 4.1** At the first meeting of Council the Chair shall be taken by the President of the Students' Union, or another member appointed by the meeting, pending the election of a Chair and Vice-Chair.
- 4.2** An election for a Chair and Vice-Chair shall be held at the first meeting following the election of Council, and they shall remain in post for the duration of the academic year.
- 4.3** Items of business may be submitted by any Council member, or by 25 Full Members, by writing to the Chair, before the closing time for the submission of business, which shall be communicated to all Council members.
- 4.4** The Chair shall:

- 4.4.1** convene meetings of Council, at least 6 per academic year, and may convene additional meetings alone or at the request of 30% of SU Council Members.
  - 4.4.2** prepare the agenda in advance of the meeting, and to circulate copies of SU Council papers to Councillors.
  - 4.4.3** be impartial and shall not participate in debate;
  - 4.4.4** ensure that discussion and debate are orderly and that all members have equal opportunity to contribute
  - 4.4.5** Ensure that minutes and records of SU Council Meetings are kept, and that agendas and papers for SU Council Meetings are available to all Full Members.
  - 4.4.6** Rule on matters relating to the Bye Laws, agenda items and the arrangement of the meeting.
  - 4.4.7** Nominate a proxy to represent the views of their department or representative group for the duration of their time as Chair. The Proxy shall then be a member of Students' Union Council and shall have speaking and voting rights. The proxy must be a member of the relevant department or representative group.
  - 4.4.8** Vacate the Chair, when their ruling has been challenged or a motion of 'no confidence' in their ability to Chair is being considered
- 4.5** Two-thirds of the members shall be present for any business to be conducted. Vacancies shall not be included in determining the quorum.

#### **4.6 VOTING**

- 4.6.1** Each member shall have one vote.
- 4.6.2** The Chair shall have a second and casting vote, which shall be used when a vote remains tied after a recount, and which shall be cast against the proposal
- 4.6.3** A simple majority of those present shall be required in all votes, except that a two-thirds majority shall be required to
  - 4.6.3.1** decide policy of the Students' Union,
  - 4.6.3.2** Mandate the Student Executive Committee or individual Students' Union Officers or block decisions of the Student Executive Committee
  - 4.6.3.3** censure or commend individual Students' Union Officers,
  - 4.6.3.4** call a referendum seeking to remove a Students' Union Officer or elected official,
  - 4.6.3.5** overturn the decision of a Forum or Working Committee or to instruct either on a matter for which it is responsible as defined in the Bye-Laws.
  - 4.6.3.6** challenge the Chair's ruling, which shall be reconsidered so that the Chairperson may take the speech against
  - 4.6.3.7** Agree no confidence in the Chair and that they shall therefore be removed from the chair for the remainder of the meeting.

# Bye-Law 4 - OFFICERS OF THE STUDENTS' UNION

## 1. GENERAL ARRANGEMENTS.

- 1.1. The Full Time Officers of the Students' Union shall be the President, Education Officer, Activities and Development Officer, International and Community Officer, Welfare and Sustainability Officer, Wellbeing and Sport Officer and Liberation Officer. All of these posts shall be full time for the period of one year in accordance with the Constitution.
- 1.2. All Full Time Officers shall be ex-officio Trustees.
- 1.3. The Part Time Officers of the Students' Union shall be the Black, Asian and Minority Ethnic Students' Officer, Disabled Students' Officer, LGBT+ Students' Officer, Mature Students' Officer, Women Students' Officer and Postgraduate Students' Officer. All of these posts shall be part time for the period of one year in accordance with the Constitution. Each Part Time Officer shall be a Full Member for the duration of their term as a Part Time Officer
- 1.4. Immediately following their election, all Officers-elect shall be invited to attend Students' Union Council and the committees on which they will be members when they assume office.
- 1.5. The Students' Union Council Remuneration Committee shall consider the conditions of employment of Students' Union Officers, including pay levels and duration & start date for their term of office and whether to pay the Officers-elect during any formal induction period. No Officers or Officers-elect may take part in any decisions affecting their own terms and conditions
- 1.6. An Officer who is unable to carry out their duties due to absence may have another Officer appointed to act for them by the Student Executive Committee. The Acting Officer shall assume all responsibilities of that post for the period specified by the post holder.
- 1.7. A review of the Students' Union Officer posts and their roles and duties shall be carried out at least every three academic years, starting in 2010-11.
  - 1.7.1. Before the start of each review, Students' Union Council shall establish an Officer Roles Review Committee, to oversee the process. The Committee shall consist of the President, the Chair of Students' Union Council, three members elected from Students' Union Council (at least two of whom shall not be Students' Union Officers) and the Chief Executive or their nominee in attendance as a non-voting member. Other Students' Union Officers may attend the Committee as non-voting members.
  - 1.7.2. The President and the Chief Executive shall ensure that any review includes adequate consultation with the Students' Union's membership. In particular, any proposals to change the roles of the Officers shall be published 10 days prior to the meeting of Students' Union Council at which they are to be considered.
  - 1.7.3. Each review shall start following the first Students' Union Council meeting of the academic year. The review and consultation process shall be concluded during the same academic year with any detailed recommendations being agreed by the final meeting of Students' Union Council of that year. Any recommendations shall then be put to referendum in the following semester (i.e. in the first semester of the next academic year), normally alongside the Students' Union Council elections in October. Any changes to the officer roles shall then take effect in the next set of Officer Elections.

## 2. STUDENT EXECUTIVE COMMITTEE

- 2.1. There shall be a Student Executive Committee, consisting of the Students' Union Officers, which shall be responsible for student representation, campaigning and democracy.

- 2.2.** The Student Executive Committee shall:
  - 2.2.1.** Oversee, coordinate and promote student representation, campaigning and democracy.
  - 2.2.2.** Oversee the implementation of Students' Union policy.
  - 2.2.3.** Oversee the Students' Union's relationship with the University, the National Union of Students, the local community and other external organisations.
  - 2.2.4.** Approve and review implementation of Officer individual and team objectives, prior to consideration by Students' Union Council
  - 2.2.5.** Agree spending for those budgets relating specifically to Officer objectives, expenses, campaigning and policies
  - 2.2.6.** Coordinate the work of the Officer team and Officer communication with members.
  - 2.2.7.** Agree attendance of SU Officers at external committees, events and conferences.
- 2.3.** Minutes of all meetings shall be published for all students and circulated to members of the Students' Union Council with the exception of any minutes deemed by the Committee to be confidential which shall be reworded as an 'in camera' minute with an 'ex camera' report in the published minutes.
- 2.4.** Meetings shall be chaired by the President or, in their absence, another Officer appointed by the meeting
- 2.5.** A record of votes cast by each member on all decisions, except those taken unanimously, shall be maintained and published as part of the minutes.

### **3. POWERS OF THE OFFICERS**

- 3.1.** The Officers may, by a majority decision, be empowered to instruct the President to suspend their work on a specific matter, pending consideration of that matter by the appropriate committee.
- 3.2.** During University vacations, in exceptional circumstances, or if it appears to the Officers that any body of the Students' Union is failing to fulfil its responsibility or acting contrary to the interests of its members or the Students' Union, the Officers shall be empowered to take such action as they consider necessary on behalf of Students' Union Council, or any Committee, subject to ratification of their decision by the appropriate body at the first opportunity.

### **4. GENERAL DUTIES OF THE OFFICERS**

- 4.1.** The Officers shall represent students of the University to the University and to local and national bodies.
- 4.2.** The Officers shall campaign for the rights and interests of students of the University locally and nationally.
- 4.3.** The Officers shall represent students on University bodies. They shall report on meetings to the relevant Students' Union Committee(s) and Student Executive Committee.
- 4.4.** The Officers shall act in accordance with decisions taken by Referenda and Students' Union Council, and shall act in accordance with decisions taken by Representative Committees on issues for which they have responsibility as defined in the Bye-Laws.
- 4.5.** Each Officer is allocated lead responsibility to support Committees of the Students' Union. This should include promoting student participation in the committee, organising and attending regular meetings and ensuring that agendas and minutes are prepared in accordance with procedures in the Bye Laws
- 4.6.** Every Officer shall take an active role in supporting and developing liberation, and promoting student wellbeing and mental health.
- 4.7.** The Officers shall undertake additional responsibilities determined by Students' Union

- Council, or by Representative Committees on issues for which they have responsibility as defined in the Bye-Laws.
- 4.8. The Officers shall allocate responsibilities for each current Union policy and prepare proposals for action to be taken in support of the policy, which shall be submitted for approval and update as determined in the Bye Laws.
  - 4.9. The Officers shall submit their individual and team objectives for the academic year, along with copies of each Officer's election manifesto, for approval at the first meeting of Students' Union Council.
  - 4.10. The Officers shall lead policy change which emerges from individual case experiences, as reported by Students' Union services.
  - 4.11. The Full Time Officers shall publish reports on the implementation of their individual and team objectives to Students' Union Council three times each semester and regularly on the Students' Union's website. Part Time Officers shall publish reports on the implementation of individual objectives to Students' Union Council once per semester.
  - 4.12. The Officers shall allocate responsibilities for representing students at, and reporting to Student Executive Committee on, meetings of University Senate and such other bodies as required.
  - 4.13. The Officers shall ensure that arrangements are made for the induction and training of incoming Students' Union Officers, individually and as a team.
  - 4.14. The Officers shall oversee the promotion of opportunities available within the Students' Union to new students.

## **DUTIES OF INDIVIDUAL OFFICERS**

### **5. THE ACTIVITIES AND DEVELOPMENT OFFICER SHALL:**

- 5.1. Represent and promote the views and interests of students on a range of Student-Led activities.
  - 5.1.1. Ensure that an annual budget is prepared for societies, in consultation with Societies Committee, and monitor expenditure against agreed budgets.
  - 5.1.2. Ensure arrangements are made for societies to make applications for capital expenditure, and make appropriate recommendations to Societies Committee on such applications.
  - 5.1.3. Advise students on the organisation of activities, making recommendations to Societies Committee on new societies and other initiatives as appropriate.
  - 5.1.4. Ensure that a regular programme of recreational activities is available and promoted to students to participate on a casual basis.
  - 5.1.5. Support and co-ordinate the arrangements for student activities in all accommodation provided by the University, both directly and through other organisations.
- 5.2. Lead on SU finances and social enterprise activities and performance.
  - 5.2.1. Ensure the development of new ideas, initiatives and income streams for the SU and the use of SU facilities.
  - 5.2.2. Ensure students' views and interests are represented in developing services and that effective procedures for market research and student feedback are in place.
  - 5.2.3. Coordinate and lead the Students' Union's work on student-led businesses and enterprise.
  - 5.2.4. Ensure that the Student Executive Committee prepares a budget for the Students' Union each financial year.
  - 5.2.5. Ensure that all Committees, Officers and officials of the Union comply with the financial regulations. Ensure that appropriate training is developed and delivered

- for student budget holders.
- 5.2.6. Have responsibility for all budgets covering the student led work of Students' Union.
- 5.2.7. On behalf of Trustees, ensure audited accounts for the preceding financial year are submitted to Students' Union Council as soon as possible each financial year.
- 5.3. Develop and support programmes on skills development and employability.
  - 5.3.1. Lead the promotion of skills development and employability of students at the University.
  - 5.3.2. Oversee the allocation of resources, activities and services which support student skills development.
  - 5.3.3. Represent and promote the views and interests of students on employability and skills development to the University.
- 5.4. To be a member of and responsible for the support of the following committees:
  - 5.4.1. Forge Press Committee
  - 5.4.2. Forge Radio Committee
  - 5.4.3. Forge TV Committee
  - 5.4.4. Sheffield Debating
  - 5.4.5. Societies Committee
  - 5.4.6. Theatre Company
  - 5.4.7. Committees Forum
  - 5.4.8. Activities Forum
  - 5.4.9. Events Management Committee
  - 5.4.10. Technical Services Committee
  - 5.4.11. Film Unit

## **6. THE EDUCATION OFFICER SHALL:**

- 6.1. Represent and promote the views and interests of student interests to create change on all relevant education issues.
  - 6.1.1. Represent students on educational and teaching quality issues in the University, locally and nationally.
  - 6.1.2. Lead the Students' Unions work on support for Postgraduate and Foundation Year students.
- 6.2. Develop and support an effective structure of academic representation.
  - 6.2.1. Oversee the recruitment, training and work of student academic representatives, producing information, and holding regular forums and other events to support their work.
  - 6.2.2. Co-ordinate and implement relevant campaigns on issues of educational and teaching quality with the aim of improving the experience of students at the University.
- 6.3. Lead on campaigns on all relevant education issues.
  - 6.3.1. Lead the Students' Union's work on issues of national higher education policy in consultation with the other officers and students through regular open forums.
  - 6.3.2. To oversee the development of higher education issues nationally and ensure a co-ordinated Sheffield Students' Union response.
- 6.4. Be a member of the Academic Forum
- 6.5. To work in collaboration with the Postgraduate Part Time Officer on all Postgraduate student matters.

## **7. THE INTERNATIONAL AND COMMUNITY OFFICER SHALL:**

- 7.1.** Represent and promote the views and interests of international students.
  - 7.1.1.** Work with the University to promote the interests and welfare of international students.
  - 7.1.2.** Raise awareness about the benefits of international students and internationalisation.
  - 7.1.3.** Represent and campaign on the views and interests of international students on educational issues within the University, in particular in relation to the development of an inclusive learning and teaching curriculum, and work to bring an international aspect to the University experience of all students.
  - 7.1.4.** Oversee the organisation of Union services and activities for international students, keeping them under review, making proposals to develop such services and ensuring that all services and activities of the Students' Union have an internationalisation perspective.
  - 7.1.5.** Represent international students within the NUS and other relevant national organisations and liaise with other students' unions to promote the interests of international students.
  - 7.1.6.** Lead and support the Students' Unions work on migrant solidarity.
  - 7.1.7.** Oversee the organisation of events for international students.
  - 7.1.8.** Support national societies, in particular in preparing an annual budget, and providing advice on resources, equipment and facilities in conjunction with the Activities and Development Officer.
- 7.2.** Develop and support programmes for student involvement in their communities.
  - 7.2.1.** Oversee the fundraising activities of the Students' Union.
  - 7.2.2.** Oversee the community volunteering activities of the Students' Union.
  - 7.2.3.** Promote and maintain the benefits that students bring to the local area by attending meetings and liaising with local community groups, and campaign on issues affecting students in the local area.
  - 7.2.4.** Ensure the organisation and promotion of inter-faith initiatives and activities, in liaison with the University.
  - 7.2.5.** Work on improving the engagement of students within the city of Sheffield and its surrounding areas.
- 7.3.** Lead on the integration of Home and International Students.
  - 7.3.1.** Oversee a programme of events and activities aimed at enhancing integration between international and home students.
  - 7.3.2.** To improve the integration of student communities within the University.
  - 7.3.3.** Oversee the allocation of resources, activities and events that support the nurturing of a global campus and the extension of its benefits to all students.
- 7.4.** To be a member of and responsible for the support of the following committees:
  - 7.4.1.** International Students' Committee
  - 7.4.2.** Sheffield RAG Committee
  - 7.4.3.** Sheffield Volunteering Committee
  - 7.4.4.** Conservation Volunteers Committee
  - 7.4.5.** National Societies Forum

## **8. THE LIBERATION OFFICER SHALL:**

- 8.1.** Represent and promote the views and interests of students from liberation groups and those who face systemic barriers to participation at the University.

- 8.1.1. Represent students at meetings of the University and such other bodies as required, particularly those concerned with equality & liberation issues.
- 8.1.2. Organise the Students' Union's advocacy for liberation groups on campus, ensuring a coordinated collective approach to the systemic issues faced by students from liberation groups.
- 8.2. Lead on campaigns against all forms of discrimination.
  - 8.2.1. Organise and co-ordinate activities and programmes which challenge discrimination and prejudice of all kinds.
  - 8.2.2. Organise campaigns on institutional discrimination, equality, harassment, and safety.
- 8.3. Develop and support programmes to tackle current issues affecting students from liberation groups and those who face systemic barriers to participation.
  - 8.3.1. Oversee the organisation and publicity of services to enhance the safety of students from liberation groups.
  - 8.3.2. Oversee and develop relevant services provided by third parties to ensure they are organised and promoted to students.
- 8.4. To support and coordinate the collective liberation work of the Liberation Forum and its Committees
- 8.5. To work in collaboration with the following Part Time Officers: Women Students, Black, Asian and Minority Ethnic Students, Disabled Students, Mature Students, LGBT+ Students

## **9. THE PRESIDENT SHALL:**

- 9.1. Support and lead the Officer team, and be Chair of the Trustee Board.
  - 9.1.1. Co-ordinate the work of the Officers; ensuring that they fulfil the duties outlined in this Bye-Law. They shall be empowered to instruct any Officer to undertake or suspend work on a specific matter, pending consideration of that matter by the appropriate committee.
  - 9.1.2. Ensure that the Officers prepare team and individual annual objectives for approval by Students' Union Council, and for review at appropriate periods by Student Executive Committee and Students' Union Council.
  - 9.1.3. Arrange Officers' team meetings to co-ordinate the implementation of team and individual objectives, ensuring the effective allocation of duties.
  - 9.1.4. Liaise with the senior Students' Union staff to ensure effective planning and delivery of Students' Union services and activities.
  - 9.1.5. Ensure that the Trustee Board works effectively.
  - 9.1.6. Be ultimately responsible for staffing matters.
- 9.2. Lead on all external lobbying and student representation.
  - 9.2.1. Oversee the representation of student views and interests to the University, locally and nationally, except in relation to university academic departmental and faculty bodies.
  - 9.2.2. Organise and help to ensure that the Students' Union leads challenging campaigns on student issues which aim to make change happen for students at the University, locally and nationally.
  - 9.2.3. Oversee communication between the Students' Union and its membership, with the exception of those publications constituted under Bye-law 7.
  - 9.2.4. Jointly with the International & Community Officer promote and maintain the benefits that students bring to the local area by liaising with local community groups, and campaign on issues affecting students in the local area
  - 9.2.5. Co-ordinate measures to encourage a student community which respects the

- diversity of its membership, in accordance with the Constitution.
- 9.2.6.** Oversee the Students' Union's relations with the media, in accordance with the Bye-Laws.
- 9.2.7.** Oversee the Students' Union's activities within the National Union of Students, serving as delegation leader to the Annual National Conference of the NUS.
- 9.2.8.** Be responsible for all matters relating to external affiliations, as required by the 1994 Education Act.
- 9.3.** Lead on maximising student engagement in SU democracy.
  - 9.3.1.** Promote democracy within the Students' Union.
  - 9.3.2.** Oversee the organisation of elections and referenda in accordance with the relevant Bye-laws.
  - 9.3.3.** Oversee the implementation and upholding of Students' Union's Policy in accordance with Clause 5 of the Constitution.
  - 9.3.4.** Oversee the organisation of nominations and other arrangements for Honorary Life Membership and Honorary President.
  - 9.3.5.** Oversee discipline and complaints.
- 9.4.** To be a member of and responsible for the support of the following committees:
  - 9.4.1.** All committees established by Council (except where specified)

## **10. THE WELLBEING AND SPORT OFFICER SHALL:**

- 10.1.** Develop and support programmes for all student participation in sport and communities.
  - 10.1.1.** Support the promotion and development of Union activities that are recognised as partners of the University of Sheffield.
  - 10.1.2.** Organise and support meetings of representatives of all recognised Sports Clubs and sports Societies.
  - 10.1.3.** Be the Students' Union lead on informal sport and sporting competitions with other institutions and organisations.
- 10.2.** Represent and promote the views and interests of students on health and wellbeing of all students.
  - 10.2.1.** Lead the promotion of student wellbeing, student healthy living and the adoption of healthy lifestyle choices.
  - 10.2.2.** Ensure the development of activities across all levels of the sporting continuum, from social to performance sport.
  - 10.2.3.** Oversee the allocation of resources and facilities for sports.
  - 10.2.4.** Promote and develop the sporting community throughout the University and into the Sheffield community.
- 10.3.** Lead on all matters related to sport.
  - 10.3.1.** Represent the views and interests of students on sporting matters to the University, locally and nationally.
  - 10.3.2.** Represent Sports Clubs within higher education and sporting networks.
- 10.4.** To be a member of and responsible for the support of the following committees:
  - 10.4.1.** Sports Committee
  - 10.4.2.** Nightline

## **11. THE WELFARE AND SUSTAINABILITY OFFICER SHALL:**

- 11.1.** Represent and promote the views and interests of students on welfare matters.
  - 11.1.1.** Be responsible for overseeing activities in relation to student funding, hardship and employment issues.

- 11.1.2. Be responsible for overseeing activities and representation on matters in relation to student accommodation within the University and student housing within the city.
- 11.1.3. Support, coordinate and organise where relevant campaigns and activities on welfare issues, in conjunction with relevant committees of the Students' Union.
- 11.2. Develop and support programmes to ensure we have the best possible welfare services.
  - 11.2.1. Lead on Students' Union work on tackling root causes of welfare issues of students.
  - 11.2.2. Oversee a programme of events on welfare and housing issues.
  - 11.2.3. Oversee the development and delivery of Students' Union's welfare related services.
- 11.3. Lead the Students' Union's ethical, environmental and sustainability work.
  - 11.3.1. Be responsible for all matters in relation to the Students' Union's Ethical Policy, in accordance with the Bye-Laws.
  - 11.3.2. Oversee the Students' Union's advertising & sponsorship activity, consulting with students and seeking Student Executive Committee approval at least once a year.
  - 11.3.3. Represent students on ethical, environmental and sustainability work undertaken by the University.
- 11.4. To be a member of and responsible for the support of the following committees:
  - 11.4.1. Welfare Committee
  - 11.4.2. Sustainability Committee

## **12. THE BLACK, ASIAN AND MINORITY ETHNIC STUDENTS' OFFICER SHALL:**

- 12.1. Represent and promote the views and interests of black, Asian and minority ethnic students at the University, within the NUS, and other relevant organisations.
- 12.2. Lead on the development of inclusion and access improvements for black and minority ethnic students.
- 12.3. Lead campaigns to create an environment free from all of forms of discrimination.
- 12.4. Be a member of the Liberation Forum, and lead the work, and be the Chairperson of the Black, Asian and Minority Ethnic Students' Committee of the Liberation Forum.

## **13. THE DISABLED STUDENTS' OFFICER SHALL:**

- 13.1. Represent and promote the views and interests of disabled students at the University, within the NUS, and other relevant organisations.
- 13.2. Lead on the development of inclusion and access improvements for disabled students.
- 13.3. Lead campaigns to create an environment free from all of forms of discrimination.
- 13.4. Be a member of the Liberation Forum, and lead the work, and be the Chairperson of the Disabled Students' Committee of the Liberation Forum.

## **14. THE LGBT+ STUDENTS' OFFICER SHALL:**

- 14.1. Represent and promote the views and interests of LGBT+ students at the University, within the NUS, and other relevant organisations.
- 14.2. Lead on the development of inclusion and access improvements for LGBT+ students.
- 14.3. Lead campaigns to create an environment free from all of forms of discrimination.
- 14.4. Be a member of the Liberation Forum, and lead the work, and be the Chairperson of the LGBT+ Students' Committee of the Liberation Forum.

## **15. THE MATURE STUDENTS' OFFICER SHALL:**

- 15.1. Represent and promote the views and interests of mature students and student parents

at the University, within the NUS, and other relevant organisations.

- 15.2.** Lead on the development of inclusion and access improvements for mature students and student parents.
- 15.3.** Lead on the development of activity to include mature students and student parents in University life.
- 15.4.** Be a member of the Liberation Forum, and lead the work, and be the Chairperson of the Mature Students' Committee of the Liberation Forum.

#### **16. THE POSTGRADUATE STUDENTS' OFFICER SHALL:**

- 16.1.** Represent and promote the views and interests of Postgraduate students at the University, within the NUS, and other relevant organisations.
- 16.2.** Develop and support activities that improve the welfare of Postgraduate students.
- 16.3.** Lead on the development of activity to include Postgraduate students in University life.
- 16.4.** Be a member of the Academic Forum

#### **17. THE WOMEN STUDENTS' OFFICER SHALL:**

- 17.1.** Represent and promote the views and interests of women students at the University, within the NUS, and other relevant organisations.
- 17.2.** Lead on the development of inclusion and access improvements for women students.
- 17.3.** Lead campaigns to create an environment free from all of forms of discrimination.
- 17.4.** Be a member of the Liberation Forum, and lead the work, and be the Chairperson of the Women's Committee of the Liberation Forum.

# Bye-Law 5 - TRUSTEES OF THE STUDENTS' UNION

## 1. TRUSTEE BOARD

- 1.1. The Full Time Students' Union Officers who are the Officer Trustees, the Student Trustees and the External Trustees shall form the Trustee Board which shall be responsible for the governance and financial and strategic management of the Students' Union in furtherance of the Students' Union aims and objectives as set out in the Constitution.
- 1.2. The Trustee Board shall:
  - 1.2.1. ensure that the Students' Union operates in accordance with its aims and objectives;
  - 1.2.2. ensure that strategic plans are in place, and regularly reviewed, to provide long-term direction for all Students' Union services and activities;
  - 1.2.3. annually review the Students' Union's mission and values statement;
  - 1.2.4. consider and approve annual departmental plans and budgets;
  - 1.2.5. ensure comprehensive research is undertaken to identify members' views on Students' Union services and activities, and on the external environment, and to make recommendations accordingly;
  - 1.2.6. oversee the finances of the Students' Union, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget;
  - 1.2.7. consider and make decisions on capital expenditure;
  - 1.2.8. approve the financial regulations of the Students' Union;
  - 1.2.9. oversee matters relating to the management of the Students' Union buildings;
  - 1.2.10. take all reasonable steps to ensure the solvency and financial strength of the organisation.
  - 1.2.11. agree a programme of work with the Students' Union's auditors.
  - 1.2.12. review and oversee the Students' Union's audit framework, approve internal and external audit systems and ensure that audit checks are carried out in all key areas of the Students' Union, including legal, financial and tax management, health and safety and insurance.
  - 1.2.13. review the Internal Audit reports and monitor implementation of any recommendations details therein.
  - 1.2.14. receive the Students' Union's Financial Statements and discuss any issues arising from the External Auditor's accompanying report.
  - 1.2.15. review the Students' Union's Constitution every 5 years.
  - 1.2.16. ensure that the organisation complies with relevant laws, regulations and requirements of its regulators.
  - 1.2.17. oversee Students' Union staffing arrangements in accordance with Clause 7 below.
  - 1.2.18. review and approve the Students' Union's terms and conditions of employment and other staffing policies.
  - 1.2.19. oversee the appointment (and if necessary the dismissal) of the Chief Executive.
  - 1.2.20. determine the Chief Executive's reward package and appoint members to appraise and performance-manage the Chief Executive.
  - 1.2.21. determine and maintain a framework of delegation and internal control.
  - 1.2.22. agree or ratify all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
  - 1.2.23. appoint members to the sub-committees of the Board and empower such members to act on behalf of the full Board, within parameters set by the board.

- 1.3. The Trustee Board shall be chaired by the President or, in their absence, another Trustee appointed by the meeting.
- 1.4. A record of votes cast by each member on all decisions, except those taken unanimously, shall be maintained as part of the minutes.
- 1.5. The minutes of the meetings of the Trustee Board shall normally be considered open and shall be available to the Members on the Students' Union's website, except where those minutes relate to any reserved or confidential matters, including without limitation staff-related or disciplinary matters. Copies of the minutes shall also be kept in the Students' Union's offices. The definition of reserved and confidential matters shall be set out in the 'Governance Policies and Procedures' document.
- 1.6. The 'Governance Policies and Procedures' document shall set out in more detail the governance procedures and protocols relating to the Trustee Board and its committees. The document shall be agreed and may be amended by the Trustee Board by a two thirds majority.

## **2. APPOINTMENT OF EXTERNAL TRUSTEES**

- 2.1. Each External Trustee shall be nominated by a Nominations Committee, those nominated being appointed subject to the approval of Students' Union Council.
- 2.2. Every External Trustee shall be selected on the basis of their skills, knowledge, experience and characteristics, taking into account the current composition and diversity of the Trustee Board.
- 2.3. External Trustees shall not have been registered students of the University of Sheffield or Students' Union Officers for at least three years at the date of their appointment.
- 2.4. The Nominations Committee shall consist of two non-Officer members of Students' Union Council (appointed by the Council) and two Officer Trustees, one Student Trustee and one External Trustee (appointed by the Trustees).
- 2.5. External Trustees shall be appointed for a four-year term of office and may be reappointed for a second term of office of up to four years. They shall not be appointed for any further terms.

## **3. APPOINTMENT OF THREE STUDENT TRUSTEES**

- 3.1. Three of the Student Trustees shall be nominated by a Nominations Committee, those nominated being appointed subject to the approval of Students' Union Council.
- 3.2. The Nominations Committee shall consist of two non-Officer members of Students' Union Council (appointed by the Council) and two Officer Trustees, one Student Trustee and one External Trustee (appointed by the Trustees).
- 3.3. Each of these appointed Student Trustees shall be selected on the basis of their skills, knowledge, experience and characteristics, taking into account the current composition and diversity of the Trustee Board.
- 3.4. Each Student Trustee must be a registered student of the University at the date of their appointment and shall continue to be a student of the University for the duration of their term as Student Trustee.
- 3.5. Student Trustees shall not be and shall not have been Students' Union Officer Trustees for at least two years on the date of their appointment.
- 3.6. Student Trustees shall not be Students' Union Councillors at the date of their appointment or for the duration of their terms as Student Trustees.
- 3.7. Appointed Student Trustees shall be appointed for a term of office of up to two years and may be re-appointed for a second term of office of up to two years. They shall not be appointed for any further terms.

## **4. ELECTION OF TWO STUDENT TRUSTEES**

- 4.1.** Two of the Student Trustees shall be elected in an election open to all full members, conducted in accordance with Bye-Law 16 (Election Regulations).
- 4.2.** The election shall normally be held alongside the Officer elections during the second semester, but the timing of the election may be varied by Students' Union Council.
- 4.3.** Each elected Student Trustee must be a registered student of the University at the date of their election and shall continue to be a student of the University for the duration of their term as Student Trustee.
- 4.4.** Student Trustees shall not be and shall not have been Students' Union Officer Trustees for at least two years on the date of their election.
- 4.5.** Student Trustees shall not be Students' Union Councillors at the date of their appointment or for the duration of their terms as Student Trustees.
- 4.6.** Elected Student Trustees shall be elected for a term of office of one year and may stand for election for further terms (up to a limit of four terms in total). The term of office shall normally start on the 1<sup>st</sup> July each year but the start date may be varied by Students' Union Council, prior to the opening of nominations.

## **5. RESIGNATION AND REMOVAL OF OFFICE**

- 5.1.** An External or Student Trustee may resign from post by writing to the President of the Students' Union.
- 5.2.** External or Student Trustees may be removed from office by a resolution of the Students' Union Officers and the Students' Union Council. The resolution shall require a simple majority of the Students' Union Officers and a two thirds majority of Students' Union Council to be carried. The resolution may be considered first by the Officers or by Council. The relevant External or Student Trustee shall be given at least five days' notice of the meetings at which the resolution is due to be considered and shall be given the opportunity to attend the meetings in order to put their case, to nominate a representative to attend and speak on their behalf or to submit a written statement. The External or Student Trustee shall leave the meeting before a vote on the resolution is taken.
- 5.3.** The appointment of any Student Trustee is immediately terminated on cessation of them being a student of the University.

## **6. VIRTUAL MEETINGS**

- 6.1.** A Trustee Board meeting may be held including by using telephone or by televisual or other electronic or virtual means agreed by the Trustees in which all Trustees are given sufficient notice of the meeting to enable their participation and Trustees that choose to participate in the meeting can communicate simultaneously and fully with all other participants.

## **7. MAJORITY DECISIONS WITHOUT A TRUSTEES' MEETING**

- 7.1.** The Trustees may, in the circumstances outlined in this Clause 6, make a decision by a written resolution passed by a two thirds majority of the Trustees entitled to vote on the matter.
- 7.2.** If:
  - 7.2.1.** a Trustee considers that they have become aware of a matter on which the Trustees need to take a decision by a resolution in writing;
  - 7.2.2.** that Trustee shall with the assistance of the Chief Executive notify to all the Trustees in writing the resolution they consider necessary including with the resolution such documents and information as shall sufficiently and fully inform the Trustees of the matter and confirming a date and time before which their vote if any shall be received by the Chief Executive if it is to be effective;

- 7.2.3.** each Trustee shall promptly on receipt of the notification acknowledge receipt to and confirm to the Chief Executive whether or not they are entitled to vote on the resolution;
  - 7.2.4.** each Trustee entitled to vote may but need not confirm their vote in writing to the Chief Executive and if they make no such confirmation or do not duly acknowledge receipt of the resolution they shall be determined as having chosen to vote against the resolution;
  - 7.2.5.** any such resolution is passed and shall be as valid and effectual as if it had been taken at a Trustees' meeting duly convened and held if and when a sufficient majority of votes duly cast in favour by a quorate number of Trustees have been received by the Chief Executive prior to the date and time before which votes received cease to be effective; and
  - 7.2.6.** the Chief Executive shall notify the Trustees of the outcome of any written resolution of the Trustee Board as soon as it is known to them.
- 7.3.** No decision shall be taken by the Trustees in accordance with this Clause 6 unless a quorum participates in the decision-making process. The quorum for a Trustees' resolution in accordance with this Clause 6 shall be at least two thirds of the members of the Trustee Board who promptly acknowledge receipt of the resolution and confirm their entitlement to vote.
- 7.4.** In this Clause 6 "in writing" includes by email or other electronic means resolved upon as satisfactory by the Trustees.
- 7.5.** The Chair or such other Trustee as shall be appointed by the Trustees who may not propose the resolution to the Trustees shall supervise a resolution proposed or made in accordance with this Clause 6. Their duties shall include ensuring;
- 7.5.1.** notification in writing of the proposed resolution with appropriate and relevant documentation and information and confirmation of the time within which valid votes may be cast;
  - 7.5.2.** prompt communication of the outcome of the resolution to Trustees; and
  - 7.5.3.** signature of a minute of the decision made in accordance with Clause 1.4 of this Bye-Law.

## **8. STAFFING MATTERS**

- 8.1.** All matters relating to the responsibilities, conditions of employment, performance or conduct of individual employees shall be the responsibility of the Trustee Board, and:
- 8.1.1.** may be delegated by the Trustee Board to the HR, Remuneration and Staffing Committee.
  - 8.1.2.** shall be considered 'in camera';
  - 8.1.3.** shall not be discussed at, or considered in, any other Committee, Students' Union Council or Referenda;
  - 8.1.4.** shall not be mentioned in any publication of the Students' Union.

## **Bye-Law 6 – FORUMS OF THE STUDENTS' UNION**

1. There shall be Forums of the Students' Union, which shall represent students in particular interest areas, help to determine SU Policy in these areas, and contribute to Officer Accountability as relevant.
2. **ACADEMIC FORUM**
3. **PURPOSE AND AUTHORITY**
  - 3.1. To deliver opportunities and campaigns and raise awareness of academic representation and educational issues.
  - 3.2. To implement decisions about and represent students in the SU's delivery of academic representation and education work.
  - 3.3. To develop, deliberate on and propose SU Policy relating to education, subject to approval of Students' Union Council.
  - 3.4. To receive ideas and proposals for policy from Full Members in relation to the Students' Union's academic representation and educational work.
  - 3.5. To inform, guide and support the work of the Education and Postgraduate Students' Officers. This may include recommending that Students' Union Council:
    - 3.5.1. Require reports from relevant Students' Union Officers
    - 3.5.2. Censure or commend relevant Students' Union Officers
  - 3.6. To lead on the implementation of Policy of the Students' Union relating to education.
  - 3.7. To elect members to serve as representatives on relevant bodies at the University, and other relevant organisations, subject to approval of Students' Union Council.
  - 3.8. To liaise with Academic Representatives on the responsibilities of the Academic Forum within this Bye Law.
4. **MEMBERSHIP**
  - 4.1. Chairperson, who shall be elected by Student Council at the first meeting of the academic year; and may not be an Officer of the Union;
  - 4.2. The Education Officer
  - 4.3. The Postgraduate Students' Officer.
  - 4.4. All Academic Councillors.
  - 4.5. All Academic Representatives.
5. **OPERATION**
  - 5.1. The Forum shall meet at least twice per semester, and additional meetings may be called by the Chair
  - 5.2. The Chair shall determine the timings and dates of meetings of the Forum, and ensure that the opportunity to attend Forums is publicised to all Full Members.
  - 5.3. In the absence of the Chairperson, another member appointed by the meeting, shall be the Chair.
  - 5.4. Subject to the requirements of this Bye-Law, this Forum shall regulate their own proceedings, and may conduct themselves informally, as they see fit, except that a simple majority vote shall be required:
    - 5.4.1. To approve reports to Students' Union Council

- 5.4.2. To approve recommendations to Student' Union Council, including recommendations for SU Policy
- 5.4.3. Where a consensus decision cannot be reached on any other matter
- 5.5. Quorum is required for any matters which require a vote. This shall be two thirds of the voting membership, with a minimum of 20 Academic Representatives in attendance, with at least 1 Academic Representative from each Faculty.
- 5.6. The Chair shall have an additional vote to cast in the event of a tie.
- 5.7. The forum may create working groups, open to any Full Member, which must report to the Forum.
- 5.8. A record of all meetings of the Forum shall be kept, and available to all Members on the Students' Union website.
- 5.9. Any Full Member may attend the Forum, propose ideas and policy, and contribute to discussions, but shall not have voting rights.

## 6. ACCOUNTABILITY

- 6.1. Students Union Council shall be responsible for all matters relating to the Academic Forum.
- 6.2. Regular reports shall be provided to the Students' Union Council concerning the activities of the Forum, and progress towards the implementation of Union Policy.
- 6.3. Any decision taken by the Forum, must be in accordance with the Bye-Laws and Students' Union Policy.

## 7. LIBERATION FORUM

## 8. PURPOSE AND AUTHORITY

- 8.1. To deliver opportunities and campaigns and raise awareness of issues relating to liberation and equality.
- 8.2. To implement decisions about and represent students in the SU's delivery of liberation and equality work.
- 8.3. To develop, deliberate on and propose SU Policy relating to liberation and equality, subject to approval of Students' Union Council.
- 8.4. To receive ideas and proposals for policy from Full Members in relation to the Students' Union's liberation and equality work.
- 8.5. To guide, inform and support the work of the Liberation Officer, and the Black, Asian and Minority Ethnic, Disabled, LGBT+, Mature, Women Students' Officers. This may include recommending that Students' Union Council:
  - 8.5.1. Require reports from relevant Students' Union Officers
  - 8.5.2. Censure or commend relevant Students' Union Officers
- 8.6. To lead on the implementation of Policy of the Students' Union relating to liberation and equality
- 8.7. To elect members to serve as representatives on relevant bodies at the University, and other relevant organisations, subject to approval of Students' Union Council.

## 9. MEMBERSHIP

- 9.1. A Chairperson, who shall be a member of a liberation group, elected by Student Council at the first meeting of the academic year; and who may not be an Officer of the Union;
- 9.2. The Liberation Officer.

- 9.3. The Black, Asian and Minority Ethnic Students' Officer.
- 9.4. The Disabled Students' Officer.
- 9.5. The LGBT+ Students' Officer.
- 9.6. The Mature Students' Officer.
- 9.7. The Women Students' Officer.
- 9.8. All Representative Councillors.
- 9.9. The following bodies shall be permanent Sub-Committees of the Liberation Forum, and up to 3 delegates from each committee shall be members of the liberation forum
  - 9.9.1. The Black, Asian and Minority Ethnic Students' Committee.
  - 9.9.2. The Disabled Students' Committee.
  - 9.9.3. The LGBT+ Students' Committee.
  - 9.9.4. The Mature Students' Committee.
  - 9.9.5. The Women Students' Committee.

## 10. LIBERATION FORUM COMMITTEES

- 10.1. These Committees of the Liberation Forum, as specified in this Bye-Law, shall:
  - 10.1.1. Be led in their work by the relevant Part Time Officer, who shall act as the Chairperson of the Committee;
  - 10.1.2. Promote the views and interests of, and organise activities for, specific sections of the Full Members of the Students' Union.
  - 10.1.3. Lead on appropriate sections of the work of the liberation forum.
  - 10.1.4. Hold additional meetings to work on specific actions outside of the Liberation Forum;
  - 10.1.5. Convene ongoing meetings throughout the academic year, open to any Full Member that self-identifies into the relevant group represented by the Committee, and may contribute to discussions, and volunteer to carry out activities on behalf of the Committee;
  - 10.1.6. Update the Liberation Forum regarding the progress of Committee activities via a verbal report, carried out by the Chairperson of each Committee;

## 11. OPERATION

- 11.1. The Forum will usually meet at least twice per semester, and additional meetings may be called by the Chair
- 11.2. In the absence of the Chairperson, another member appointed by the meeting, shall be the Chair.
- 11.3. Meetings of the Committees shall be more regular, and organised as each Committee sees fit
- 11.4. The Chair shall determine the timings and dates of meetings of the Forum, and ensure that the opportunity to attend Forums is publicised to all Full Members who self-identify into the relevant Representative groups.
- 11.5. Subject to the requirements of this Bye-Law, Forums and its committees shall regulate their own proceedings, and may conduct themselves informally, as they see fit, except that a vote shall be required:
  - 11.5.1. To approve reports to Students' Union Council
  - 11.5.2. To approve recommendations to Student' Union Council, including recommendations for SU Policy

- 11.5.3.** Where a consensus decision cannot be reached on any other matter.
- 11.6.** Quorum is required for any matters which require a vote. This shall be two thirds of the voting membership.
- 11.7.** The Chair shall have an additional vote to cast in the event of a tie.
- 11.8.** A record of all meetings of the Forum shall be kept, and available to all Members on the Students' Union website.
- 11.9.** Any Full Member, who self-identifies into a relevant Representative group, may attend the Forum, propose ideas and policy, and contribute to discussions, but shall not have voting rights.

## **12. ACCOUNTABILITY**

- 12.1.** Students Union Council shall be responsible for all matters relating to the Liberation Forum.
- 12.2.** Any decision taken by the Forum, must be in accordance with the Bye-Laws and Students' Union Policy.
- 12.3.** The Liberation Officer shall provide regular reports to the Students' Union Council concerning the activities of the Forum, and progress towards the implementation of Union Policy.

# **Bye-Law 7 – COMMITTEES OF THE STUDENTS' UNION**

## **1. ROLE AND GENERAL ARRANGEMENTS**

- 1.1** Role: Committees of the Students' Union exist to provide services and activities for all students of the University, or which benefit the wider community, and are open to all Full Members except where specified otherwise in this Bye-Law.
- 1.2** Committee Charters: The Committee shall produce a Charter which shall be submitted to the Students' Union Council and which shall be available to students on request. The charter shall outline the committee's role, objectives and membership and responsibilities of each member.
- 1.3** Responsibilities: Committees of the Students' Union shall operate in accordance with this Bye-Law.
- 1.4** Executive Committee: The AGM shall elect an Executive Committee, as outlined in clause 3 below, to be known as the Committee.
- 1.5** Rules of the Committee: The Committee may adopt any rules to regulate its affairs. Such rules shall be consistent with the Constitution and Bye-Laws, and be approved by Students' Union Council.
- 1.6** Students' Union Council shall be responsible for all matters related Committees of the Students' Union, and shall be empowered to instruct them on any matter relating to their activities. This responsibility shall normally be exercised through Societies Committee, or as specified in this Bye-Law.
- 1.7** Service Level Agreement: Each Committee of the Students' Union shall prepare an annual budget submission, for approval by Societies Committee
- 1.8** The Committees shall be as listed in this Bye-Law.
- 1.9** Constitution, Bye-Laws and Policy: All Committees shall operate in accordance with the Constitution and Bye-Laws of the Students' Union, and the policy determined by Referenda.

## **2. GENERAL MEETINGS**

### **2.1 Notice**

- 2.1.1** The Secretary of the Committee shall call an Annual General Meeting, not later than 13 months following the previous AGM.
- 2.1.2** Notice shall be published at least 10 days before the meeting prominently in the Students' Union building and in any regular publication of the Students' Union, stating that all full members of the relevant group may attend, listing all business and seeking nominations for all posts open for election at the meeting.
- 2.1.3** Notice shall specify the time and place of the meeting.
- 2.1.4** Full members of the Students' Union must be given at least 5 days' notice of by- elections to fill vacant committee positions.

### **2.2 Elections**

- 2.3** Any Full Member of the Students' Union may stand for any Executive Committee post, unless otherwise specified.
- 2.4** Nominations may be in writing or made at the AGM.
- 2.5** Voting may be by show of hands or secret ballot, as determined by the AGM, or by cross-campus ballot if decided by Students' Union Council.

## **3. EXECUTIVE COMMITTEE**

- 3.1** The Executive Committee shall consist of a Chair, Secretary and Treasurer and Inclusion
- 3.2** Officer and such other members as may be agreed by the AGM. Only Full Members may serve on the Executive Committees.
- 3.3** The Chair shall chair all meetings and be spokesperson for the Committee. They shall be responsible to Students' Union Council for the work of the Committee.

- 3.4 The Secretary shall be responsible for all matters relating to the organisation of meetings and elections.
- 3.5 The Treasurer shall be responsible for maintaining the accounts of the Committee and authorising all expenditure.
- 3.6 Other Officers may be elected by the AGM, or from within the Committee, to undertake specific duties.
- 3.7 The Executive Committee shall organise training for its successors.
- 3.8 The Executive Committee of the Welfare Committee shall normally includes representatives of LBGT+ students, disabled students and international students.

#### 4. SUSTAINABILITY COMMITTEE

- 4.1 **Role:** To campaign on and raise awareness of ethical and environmental issues. To advise the President on developments in ethical and environmental issues.
- 4.2 Membership:
  - 4.2.1 The Welfare & Sustainability Officer

#### 5. FILM UNIT

- 5.1 **Role:** To promote interest in, and to show, films
- 5.2 **Responsible** to Students' Union Council through Societies Committee.
- 5.3 Membership:
  - 5.3.1 The Activities & Development Officer

#### 6. FORGE PRESS COMMITTEE

- 6.1 **Role:** To produce and distribute a newspaper.
- 6.2 **Editor:** The Chair of the Committee shall be Editor of the newspaper. The Editor shall be responsible for all items published within the newspaper and shall be empowered to include, edit or exclude any item submitted for publication. In exercising this responsibility, they shall act in accordance with guidance from the Managing Editor on matters relating to legal issues, the NUJ Code of Conduct and the Students' Union Constitution
- 6.3 **Code of Conduct:** All members of the Committee shall operate in accordance with the National Union of Journalists Code of Conduct. The Chair shall ensure that all members of the Committee receive a copy of the Code of Conduct and are informed of their responsibility to comply with it.
- 6.4 **Freedom of Expression:** The Students' Union shall ensure that the newspaper is able to maintain the principle of freedom of expression, in accordance with the Law and the Constitution and Bye-Laws. Each issue shall bear a statement that each article represents only the views of the author(s) or, if unsigned, the Editor and does not represent the views of the Students' Union.
- 6.5 **Students' Union Elections and Referenda:** The Committee shall ensure that all coverage of Students' Union elections and referenda is unbiased and balanced.
- 6.6 **Complaints:** Any complaints by any Full Member regarding any item in the newspaper shall be considered by Students' Union Council in accordance with Bye-Law 15.
- 6.7 **Responsible** to Students' Union Council through Societies Committee.
- 6.8 Membership
  - 6.8.1 The Activities & Development Officer

#### 7. FORGE RADIO COMMITTEE

- 7.1 **Role:** To run a radio station.
- 7.2 **Station Manager:** The Chair of the Committee shall be the Station Manager, and shall be responsible for all items broadcast by the radio station and shall be empowered to include, edit or exclude any item to be broadcast. In exercising this responsibility, they shall act in accordance with guidance from the Managing Editor on matters relating to legal issues, the NUJ Code of Conduct and the Students' Union Constitution.

- 7.2.1** The Station Manager should also be empowered to ban any individual from access to the radio station, subject to that individual having a right of appeal against this decision to Societies Committee
- 7.3 Code of Conduct:** All members of the Committee and other presenters shall operate in accordance with the National Union of Journalists Code of Conduct and the terms and conditions of Licences. The Chair shall ensure that all members of the Committee receive a copy of the Code of Conduct and are informed of their responsibility to comply with it.
- 7.4 Freedom of Expression:** The Students' Union shall ensure that the Forge Radio Committee is able to maintain the principle of freedom of expression, in accordance with the law and the Constitution and Bye-Laws. Broadcasts on restricted service licence shall include regular statements that views expressed do not represent the views of the Students' Union.
- 7.5 Students' Union Elections and Referenda:** The Committee shall ensure that all coverage of Students' Union elections and referenda is unbiased and balanced.
- 7.6 Complaints:** Any complaints by any Full Member regarding any item broadcast by the Forge Radio Committee shall be considered by Students' Union Council in accordance with Bye-Law 15.
- 7.7 Responsible** to Students' Union Council through Societies Committee
- 7.8 Membership:**
- 7.8.1** The Activities & Development Officer

## 8. FORGE TV COMMITTEE

- 8.1 Role:** To produce and distribute televisual programmes
- 8.2 Station Manager:** The Chair of the Committee shall be the Station Manager, and shall be responsible for all items broadcast and shall be empowered to include, edit or exclude any item to be broadcast. In exercising this responsibility, they shall act in accordance with guidance from the Managing Editor on matters relating to legal issues, the NUJ Code of Conduct and the Students' Union Constitution.
- 8.2.1** The Station Manager should also be empowered to ban any individual from access to televisual equipment, subject to that individual having a right of appeal against this decision to Societies Committee.
- 8.3 Code of Conduct:** All members of the Committee and other presenters shall operate in accordance with the National Union of Journalists Code of Conduct and the terms and conditions of Licences. The Chair shall ensure that all members of the Committee receive a copy of the Code of Conduct and are informed of their responsibility to comply with it
- 8.4 Freedom of Expression:** The Students' Union shall ensure that the Forge TV Committee is able to maintain the principle of freedom of expression, in accordance with the law and the Constitution and Bye-Laws. Broadcasts on restricted service licence shall include regular statements that views expressed do not represent the views of the Students' Union
- 8.5 Students' Union Elections and Referenda:** The Committee shall ensure that all coverage of Students' Union elections and referenda is unbiased and balanced.
- 8.6 Complaints:** Any complaints by any Full Member regarding any item broadcast by the Forge TV Committee shall be considered by Students' Union Council in accordance with Bye-Law 15
- 8.7 Responsible** to Students' Union Council through Societies Committee
- 8.8 Membership:**
- 8.8.1** The Activities & Development Officer

## 9. INTERNATIONAL STUDENTS' COMMITTEE

- 9.1 Role:** To promote the views and interests, locally and nationally, of all students whose nationality is other than British

- 9.2 To co-ordinate the activities and oversee the finances of national societies which have been established for specific national groups and for those interested in that particular region or country.
- 9.3 To organise activities for all students whose nationality is other than British and to promote the integration between international and home students.
- 9.4 To advise and support national societies, jointly with Societies Committee.
- 9.5 To advise Societies Committee on matters relating to the funding and recognition of national societies. 7.1.6. To introduce new international students to the Students' Union and the University.
- 9.6 To promote the importance of international students within the University and the wider community.
- 9.7 To liaise with other organisations interested in, or representing, international students.
- 9.8 To promote multi-culturalism within the Students' Union and the University.
- 9.9 Membership
  - 9.9.1 All students who are full members of the Students' Union;
  - 9.9.2 The International & Community Officer.

## 10. NIGHTLINE

- 10.1 **Role:** To provide a telephone listening and information service for students of the University of Sheffield and Hallam University.
- 10.2 **Membership:** Students of both universities may participate in Nightline as volunteers and as members of the Nightline Committee and may attend and vote at the AGM.
  - 10.2.1 The Wellbeing & Sport Officer
- 10.3 **Executive Committee:** The Nightline Executive (as defined in Clause 3 of this Bye-Law) shall consist only of and be elected only by full members of the University of Sheffield Students' Union.
- 10.4 **Advisory Board:** There shall be an Advisory Board constituted by the Welfare Committee, including representatives of Nightline, an Officer of both Students' Unions, and relevant staff and professionals from both Students' Unions and either or both universities, which shall oversee the provision of the service.
- 10.5 **Responsible** to Students' Union Council through Welfare Committee.

## 11. SHEFFIELD RAG COMMITTEE

- 11.1 **Role:** To organise charitable fundraising activities.
- 11.2 **Details of Beneficiaries:** The Committee shall submit full details of charities to benefit from RAG activities to Students' Union Council.
- 11.3 **Responsible** to Students' Union Council through Societies Committee.
- 11.4 Membership:
  - 11.4.1 The International & Community Officer

## 12. SHEFFIELD VOLUNTEERING COMMITTEE

- 12.1 **Role:** Promote student involvement in projects of benefit to the local community.
- 12.2 **Responsible** to Students' Union Council through Societies Committee.
- 12.3 Membership:
  - 12.3.1 The International & Community Officer

## 13. SOCIETIES COMMITTEE

- 13.1 Role
  - 13.1.1 To promote and support student activities.
  - 13.1.2 To co-ordinate the activities of, and oversee the finances of, societies.
  - 13.1.3 To allocate funding to all recognised societies.
  - 13.1.4 To consider applications from students for funding projects.

- 13.1.5 To report to Students' Union Council on all matters relating to funding
- 13.2 Membership
  - 13.2.1 The Activities & Development Officer;
  - 13.2.2 The Societies Councillor
  - 13.2.3 Students elected at the third Activities Forum of the academic year (the Societies Committee AGM).

## 14. SPORTS COMMITTEE

- 14.1 Role
  - 14.1.1 To promote and support all areas of student sport, reporting to the Sport Sheffield Board on all matters relating to sports activities and funding issues.
  - 14.1.2 In consultation with all students involved in sport, prepare recommendations for the annual student sports budget, as well as feeding in to Sport Sheffield and the Union's strategy around Student Sport.
  - 14.1.3 To support the Wellbeing & Sport Officer in their role and to gather student opinion, as well as acting as a liaison between students and the Wellbeing & Sport Officer
  - 14.1.4 To award commitment and performance colours, and the black and gold awards, and make recommendations for the main awards.
  - 14.1.5 To organise events, such as Sports Awards, to unite students and celebrate student sport.
- 14.2 Membership
  - 14.2.1 The membership of the committee shall be determined by elections at the AGM, at which any Full Member of the Students' Union can stand and vote. Each club can only have two members elected onto the Sports Committee each year.
  - 14.2.2 The roles of the committee shall reflect the different interest groups within sport at the University of Sheffield.
  - 14.2.3 The Sports Councillor shall be a member of the committee
  - 14.2.4 The Wellbeing & Sport Officer shall be a member of the committee.

## 15. TECHNICAL SERVICES COMMITTEE

- 15.1 **Role:** To provide technical equipment for entertainments and other Students' Union events.
- 15.2 **Technician:** The Students' Union technician shall approve the competence of members and arrange their duties.
- 15.3 **Responsible** to Students' Union Council.
- 15.4 Membership
  - 15.4.1 The Activities & Development Officer

## 16. THEATRE COMPANY

- 16.1 **Role:** To encourage interest in all forms of theatre, through the organisation of live performances, workshops and other activities
- 16.2 **Responsible** to Students' Union Council through Societies Committee
- 16.3 Membership
  - 16.3.1 The Activities & Development Officer

## 17. WELFARE COMMITTEE

- 17.1 **Role:** To represent student views, promote the views and interests of students, and organise activities and campaigns, on all welfare issues.
- 17.2 Membership:
  - 17.2.1 The Welfare & Sustainability Officer

## 18. Committees Forum

- 18.1 Role:** Committees Forum shall provide a forum between Committees of the Students' Union
- 18.2 Responsibility:** Committee Forum shall be responsible to the Activities & Development Officer.
- 18.3 Membership:** There shall be one voting member Committee, the Activities & Development Officer and Representative(s) of Societies Committee and other such non-voting members as may be agreed.
- 18.4 Meetings:** Meetings shall be convened annually by Societies Committee or at the request of 15% of working and/or representative committees. The meeting shall be facilitated by the Working and Representative Committee Liaison from Societies Committee.
- 18.5** Committees of the Students' Union shall send a representative(s) to the Committee Forum and to Activities Forum.

# **Bye-Law 8 - RESIGNATION AND REMOVAL OF OFFICE OR DUTIES**

## **1. PERIODS OF OFFICE**

- 1.1. The period of office for Officers shall be specified in Bye-Law 4.
- 1.2. The period of office for Officials shall begin immediately following their election and shall continue until their successors have been elected, which shall normally be within 12 months.

## **2. RESIGNATION**

- 2.1. An Officer or Official may resign from any post or duties by writing to the secretary of the relevant committee, or to the President.
- 2.2. Unless otherwise stated, resignations shall take immediate effect and all entitlements of office shall be withdrawn.

## **3. ABSENCE FROM MEETINGS**

- 3.1. Any Official who is absent, without written apologies, from 2 meetings of a body to which they have been elected, shall be deemed to have resigned and may not serve on that body again during the remainder of that year of office.
- 3.2. Any Official who has been absent from a meeting without acceptable apologies, shall be advised, with the notice of the next meeting, that a further absence without acceptable apologies will result in them being deemed to have resigned.
- 3.3. Any member who is deemed to have resigned in accordance with Clause 3.1 or 3.2 above shall be entitled to appeal in writing to the Students' Union Council and shall not be present during the consideration of the appeal.

## **4. REMOVAL OF DUTIES OR OFFICE**

- 4.1. Any Officer or Official may be removed from office, or may have specific responsibilities removed, by:
  - 4.1.1. resolution of the body that appointed them to that office or duties; or
  - 4.1.2. a Referendum, conducted in accordance with the Referenda Bye-Laws; or
  - 4.1.3. a penalty applied under the Students' Union's Complaints and Discipline regulations; or
  - 4.1.4. exclusion from the University of Sheffield; or
  - 4.1.5. termination of a contract of employment with the Students' Union for reasons of gross misconduct.
- 4.2. In the case of Officers or Officials elected by cross-campus elections, the resolution shall be submitted for a Referendum in accordance with Bye-Law 2.
- 4.3. Resolutions seeking to remove an Officer or Official shall specify that there is no-confidence in the person concerned and they shall be deemed to have resigned. Resolutions seeking to remove specific duties shall specify those duties. The resolutions shall require a simple majority to be carried.
- 4.4. If carried, the resolution shall take effect immediately.
- 4.5. If a resolution of 'no-confidence' is carried, the vacancy shall be filled in accordance with the arrangements outlined in the Bye-Laws and duties shall be re-allocated pending a Bye-election.
- 4.6. Any person deemed to have resigned following a resolution of no-confidence shall be eligible to stand for re-election to complete their term of office.

## **5. SALARY OF OFFICERS**

- 5.1.** The salary of an Officer shall cease from the day of resignation, unless otherwise agreed by Students' Union Council.
- 5.2.** If an Officer is deemed to have resigned as a result of a resolution of no-confidence, their salary shall continue to be paid for one calendar month.

## **6. VACANCIES**

- 6.1.** Students' Union Council shall be responsible for re-organising the duties of Students' Union Officers or arranging a bye-election, in the event of a vacancy created by resignation or removal of office.
- 6.2.** The arrangements for filling vacancies for Representative Committee members shall be specified in Bye-Law 6.
- 6.3.** Vacancies for any other officials shall be filled through a Bye-election, held in accordance with the arrangements for the original election, unless otherwise decided by the body responsible for the election of that Official.

# **Bye-Law 9 - GENERAL RULES FOR COMMITTEES AND MEETINGS**

## **1. APPLICATION OF RULES**

- 1.1 Rules governing the conduct of meetings shall be contained in the Students' Union Procedure, Guidance and Codes of Practice Handbook.
- 1.2 These rules shall apply to all meetings of committees, societies, clubs and their committees, Students' Union Council and other bodies of the Students' Union, except where otherwise specified in the Bye-Laws.
- 1.3 Additional rules governing the conduct Students' Union Council meetings shall be agreed by Council and contained in the Students' Union Procedure, Guidance and Codes of Practice Handbook.
- 1.4 The President shall rule on any issue of interpretation of the rules, subject to Students' Union Council.

# Bye-Law 10 - SOCIETIES

## 1. GENERAL ARRANGEMENTS

- 1.1. The Students' Union shall recognise groups of individuals led by a Society Committee which run activities for the benefit of members of the students' union with similar pursuits and interests.
- 1.2. Recognised societies shall be supported and regulated by Societies Committee, as established in the Bye Laws.
- 1.3. Societies Committee will create codes of practice, approved by the Student Executive Committee, and guidelines by which societies must operate to continue their recognition
  - 1.3.1 Any proposals for change to these codes of practice, the rules by which Societies must operate, shall be circulated to societies with notice before implementation.
  - 1.3.2 Societies Committee and the Activities & Development Officer shall ensure that adequate consultation is undertaken with societies on any such changes, including opportunities for open forums,
  - 1.3.3 Any changes to the rules by which societies must operate shall be approved by Students' Union Council.

## 2. RECOGNITION OF SOCIETIES

- 2.1 Societies Committee are responsible for the recognition of societies.
- 2.2 A society will be recognised for the duration of the academic year in which recognition is granted by Societies Committee
- 2.3 Societies Committee may grant recognition provided that it is satisfied that:
  - 2.3.1 The society is not in conflict with the Students' Union's Aims and Objectives,
  - 2.3.2 It submits a society constitution, which defines the Society Aims and Objectives, and all provisions as determined by the rules by which Societies must operate.
  - 2.3.3 The Society has Executive Officers in roles which are defined by the rules by which Societies must operate.; these roles and their responsibilities will be reviewed by the Activities & Development Officer upon consultation with Societies Committee.
  - 2.3.4 The Society provides the Students' Union with an up to date list of elected Society Committee Members.
- 2.4 Societies Committee shall be empowered to withdraw or suspend recognition of any society if it fails to comply with the society recognition criteria or the regulations outlined on the by the rules by which Societies must operate, subject to appeal to Students' Union Council.

## 3. MEMBERSHIP OF SOCIETIES

- 3.1 Membership of a recognised society shall be open to all eligible Members of the Students' Union, who subscribe to the Society Aims and Objectives, upon payment of the appropriate subscription fees of that society.
- 3.2 At least 50% of the whole society membership shall be Full Members.

## 4. SOCIETY COMMITTEES AND OFFICERS

- 4.1 Every Society shall have a committee who take a lead in all society activity, herein referred to as the Society Committee.

- 4.2 The Society Committee will ensure the society operates within their constitution and the rules by which Societies must operate..
- 4.3 The Society Committee shall comprise of all of the required Executive Officers and any other roles defined in the Society's Constitution, which shall be: President, Secretary, Treasurer and Inclusions Officer.
- 4.4 All the Executive Officers of the Society and at least two thirds of the Society Committee shall be Full Members, with the remainder being Full or Reciprocal Members.
- 4.5 The committee shall ensure the constitution is up to date, arrange appropriate activity and determine the annual subscriptions.
- 4.6 Executive Officers shall ensure that only individuals with appropriate Students' Union membership are allowed as members of the Society.
- 4.7 Decisions will be made by consensus where possible, or by a simple majority vote except where stated to require a higher majority.

## **5. SOCIETY GENERAL MEETINGS**

- 5.1 All recognised societies shall hold an Annual General Meeting at which the Society Committee shall be elected, and for Society General Meetings to be called by a Society Executive Officer or an appropriate number of Society members to discuss any matter relating to the conduct of the Society.
- 5.2 All members of the Society will be entitled to attend and speak at the meeting. Only Full and Reciprocal members will be entitled to vote.
- 5.3 Society Annual General Meetings shall take place within the timescale defined by the rules by which Societies must operate, unless an exception has been granted, as determined by the rules by which Societies must operate
- 5.4 Each Society shall appoint two Full Members as Returning Officers, who are not standing in the election, to organise the elections according to principles of a free and fair election.
- 5.5 Society Emergency General Meetings may be called by a Society Executive Officer, the Society Committee or an appropriate number of Society members, to discuss any matter relating to the conduct of the Society.
- 5.6 Societies may propose amendments to their society constitution at an Annual or Emergency General Meeting, which shall require a two-thirds majority vote in favour of the society membership in attendance to pass.
- 5.7 All changes to a society constitution shall be submitted to the Societies Committee for approval, before they take effect.

## **6. SOCIETY FINANCES**

- 6.1 Societies Committee will ensure that the procedure for allocating resources to societies is fair, set down in writing and freely accessible to all students.
- 6.2 Grant funding, given to societies by the Students' Union, shall only be used in furtherance of the Society Aims and Objectives.
- 6.3 Every Society shall be provided with an 'A' Account, which shall consist of monies granted directly by the Students' Union, and which shall be used for essential society costs which further the aims and objectives of the society, and a 'B' Account which shall include funds generated by the Society, which shall be used for all other society matters including social and non essential costs, as determined on the society support hub.
- 6.4 All balances on Society 'B' accounts shall be carried forward to the next academic year.
- 6.5 All balances on Society 'A' accounts may be reclaimed at least once during the academic year for reallocation by Societies Committee and will be cleared to zero at the end of each academic year
- 6.6 Societies are required to carry forward any deficit on either account and recoup the money

within a period of no more than two years and may be suspended if they fail to do so.

6.7 The balances on the accounts of any society which has been inactive for two academic years, or part thereof, shall be transferred to the Students' Union for the benefit of other societies.

6.8 No members of a recognised Society shall receive any direct or indirect payment, other than legitimate expenses incurred in connection with the business of the Society, except with the prior approval of the Activities & Development Officer.

## **7. COMPLAINTS AND DISCIPLINE**

7.1 Any complaints or discipline matters related to a society shall follow the complaints and discipline process specified in the Bye Laws.

7.2 This Bye Law outlines how Local resolution (Stage 1) will be handled in the case of Societies.

7.3 Any member of a Society Committee may be removed from their position following a resolution of 'no confidence' at an Annual, or Emergency General Meeting, which shall require a two-thirds majority vote of the society membership in attendance to be upheld. Appeals will be dealt with by Societies Committee and thereafter through the Complaints and Discipline process specified in the Bye Laws.

7.4 Membership of the Society for Full and Reciprocal Members may be refused, suspended for a specified period or withdrawn, with the approval of a two-thirds majority of the committee of the society. Appeals will be dealt with by Societies Committee and thereafter may be referred to the next stage of the Complaints and Discipline process specified in the Bye Laws. Membership of the Society for Associate Members may be refused, suspended for a specified period or withdrawn, with the approval of a majority of the Society Committee. Final appeals will be dealt with locally by Societies Committee.

# **Bye-Law 11 - STUDENTS' UNION REPRESENTATIVES**

## **1. APPOINTMENT OF REPRESENTATIVES**

- 1.1 Student Executive Committee shall be responsible for appointing all representatives of the Students' Union to the University and other bodies, except where specified below.
- 1.2 Subject to Students' Union Council, Representative Committees shall be responsible for appointing representatives relating to their areas of work.
- 1.3 A delegation to the NUS Regional Conferences shall be elected by Students' Union Council at the start of each academic year, by a secret ballot conducted under the rules for the X-voting system, as set out in Bye-Law 16. Nominations shall be invited at least 10 days prior to the meeting at which elections are to be held and shall close at the start of the meeting. Any Full Member may nominate themselves for election.
- 1.4 Delegates to other Conferences of the NUS shall be elected by such arrangements as are agreed by Students' Union Council. Representatives to conferences for sections of the Students' Union's membership shall normally be elected by and from that section of the membership.

## **2. RESPONSIBILITIES OF REPRESENTATIVES**

- 2.1 Representatives shall attend meetings to which they are appointed and present written reports as required.
- 2.2 Any representative who fails to attend, or report on, successive meetings of the body to which they have been appointed, without reasons acceptable to Students' Union Council, or the Representative Committee which appointed them, shall be deemed to have resigned.
- 2.3 Representatives shall act in accordance with Students' Union policy or specific instructions of Students' Union Council by a two thirds majority.

## **3. RESPONSIBILITIES OF NUS DELEGATES**

- 3.1 Delegates shall ensure that they are present on the floor of Conference for policy votes.
- 3.2 Delegates shall vote in accordance with Students' Union policy, which shall be available to the delegation at the Conference. The delegation shall decide on any matter relating to the interpretation of policy, by a simple majority.
- 3.3 The delegation leader shall convene meetings of the delegation; in which they shall have one vote only. In the case of a tied vote, the delegation shall abstain.
- 3.4 Students' Union Council or the Representative Committee which appointed them shall consider any breach of clause 3.1 and 3.2 above, for which it shall be empowered to withdraw any expenses due to a delegate or refer the matter to a Complaints and Discipline Panel, constituted in accordance with Bye-Law 15.
- 3.5 Delegates shall be required to present a written report to Students' Union Council or the Representative Committee which appointed them, failing which their expenses shall be withdrawn.

# **Bye-Law 12 - FINANCES OF THE STUDENTS' UNION**

## **1. ACCOUNTS**

- 1.1 The Students' Union's financial year shall run from August to July each year and all committees and bodies of the Students' Union shall maintain accounts for this period.
- 1.2 The Trustee Board shall appoint Auditors, who shall be Chartered or Incorporated Accountants, and shall not be Officers, members or employees of the Students' Union or University.
- 1.3 All financial transactions shall be recorded in accordance with arrangements agreed with the Auditors.
- 1.4 Audited accounts, together with the Auditors report, for each financial year shall be approved by Trustees and submitted to the first possible Students' Union Council meeting of the subsequent academic year for information
- 1.5 The Auditors may attend the meeting of Students' Union Council considering the accounts to comment or answer questions.

## **2. BUDGET**

- 2.1 An annual budget for all activities of the Students' Union and its companies shall be approved by the Trustee Board.
- 2.2 The budget shall be submitted to the University Council, in accordance with the Education Act 1994 and to Students' Union Council for information.
- 2.3 Specific budget allocations to Officers, Committees and other student led activity will be proposed for approval to Students' Union Council by the Student Executive Committee.

## **3. GRANTS TO SOCIETIES AND OTHER BODIES**

- 3.1 The Students' Union may make grants to recognised Societies, and other bodies as agreed by the Representative Committee responsible for that body.
- 3.2 Such grants shall only be made for activities consistent with the Aims and Objectives of the Students' Union.
- 3.3 Societies requiring a grant shall apply to Societies Committee in accordance with the relevant Bye-Law.

## **4. AUTHORISATION OF EXPENDITURE AND RECEIPT OF MONIES**

- 4.1 The Trustees will ensure appropriate authorisation and control procedures are in place for expenditure, contracts, guarantees and indemnities
- 4.2 No payments, other than authorised expenses and payments in respect of employment within the Students' Union, may be made directly or indirectly to any member.
- 4.3 All monies received on behalf of the Students' Union shall be paid into the Students' Union.
- 4.4 All monies shall be paid in full, together with other relevant documentation to verify income. Expenses or payments shall not be deducted from monies, but shall be processed separately in accordance with this Bye-Law.

## **5. ESTABLISHMENT OF COMPANIES**

- 5.1 The Trustee Board shall be empowered to establish any companies that it considers necessary for the operation of any activities of the Students' Union.
- 5.2 The legal form, structure and board membership of any company shall be determined by the Trustee Board.

- 5.3 The Boards of any companies established under this Bye-Law shall each include at least one External Director.
- 5.4 The company shall be wholly accountable to the Students' Union Trustee Board.
- 5.5 Authorisation and control of income and expenditure for all trading subsidiaries will be in line with those of the Students' Union.
- 5.6 The company shall operate in accordance with the policy of the Students' Union determined by Referenda.
- 5.7 In the event of dissolution of a company established by the Students' Union all monies and assets shall revert to the Students' Union.

## **6. APPOINTMENT, RESIGNATION AND REMOVAL OF EXTERNAL DIRECTORS**

- 6.1 Each External Director shall be recruited by a Nominations Committee, with appointments subject to the approval of Trustee Board.
- 6.2 Each External Director shall be selected on the basis of their skills, knowledge experience and characteristics, taking into account the current composition and diversity of the relevant Board.
- 6.3 External Directors shall not have been registered students of the University of Sheffield or Students' Union Officers for at least three years at the date of their appointment.
- 6.4 External Directors shall be appointed for a four-year term of office and may be re-appointed for a second four-year term of office. They shall not be appointed for any further terms.
- 6.5 An external Director may resign from post by writing to the Chair of the Trustee Board of the Students' Union.
- 6.6 An external Director may be removed from office by a resolution of the Students' Union Trustee Board. The resolution shall require a two thirds majority of Trustee Board to be carried.

## **Bye-Law 13 - RELATIONS WITH THE MEDIA**

1. The President shall be responsible for co-ordinating all liaison, and shall seek to develop positive relations, with the media external to the Students' Union.
2. All communication with the external media by employees, any Committee or body of the Students' Union shall be approved by the President.
3. All communication with the Students' Union media on behalf of Student Executive Committee, or the Officers as a team shall be approved by the President. Any individual Officer making a statement to the Students' Union media which is contrary to the agreed position of the Officers shall make it clear that they are speaking in an individual capacity.
4. Any Officer acting contrary to this Bye-Law shall be liable to disciplinary action.

## **Bye-Law 14 - DOCUMENTS AND PUBLICATIONS**

1. All correspondence, publications and other documents issued in the name of the Students' Union shall be the property of the Students' Union.
2. All correspondence issued in the name of any Committee or body of the Students' Union shall be signed, or approved, by the Chair, Secretary or Club Captain.
3. An English translation shall be provided for any language other than English used in any documents or material published by any Committee, Club, Society, Officer or official of the Students' Union, or displayed in Students' Union premises, unless otherwise agreed by the President.

# Bye-Law 15 – COMPLAINTS AND DISCIPLINE

## 1. GENERAL PROVISIONS

- 1.1 The President, on behalf of Student Executive Committee, shall have overall responsibility for all matters relating to student complaints and discipline.
- 1.2 The President shall delegate responsibility for implementing the Complaints and Discipline Bye-Law to the Chief Executive, who may appoint a nominee.
- 1.3 Student Executive Committee shall be responsible for agreeing:
  - 1.3.1 the schedule of fixed outcomes, resolutions and penalties to be applied for prescribed complaints and disciplinary incidents;
  - 1.3.2 the pool of student representatives eligible to be members of Panel
  - 1.3.3 any other procedural matters necessary for effective administration.
- 1.4 In order to be considered under Bye-Law 15, complaints and disciplinary incidents should be reported, in writing, to an Officer or the Chief Executive, usually within six months of the issue arising or the incident taking place.
- 1.5 Anonymous complaints will not be accepted under this Bye-Law.
- 1.6 All cases dealt with under this Bye-Law will usually be concluded within six months of the complaint or incident being reported. Reasonable adjustments can be made, at all stages of the process, when deemed appropriate by the Chief Executive, their nominee, an Officer or any other person responsible for implementing the Bye-Law.
- 1.7 Complaints against the Students' Union, Full Members, and students of the University who are eligible for Full Membership but have exercised the right not to be a member in accordance with the Education Act 1994, shall be considered in accordance with this Bye Law.
- 1.8 Complaints against all other classes of members shall be considered by the President and their decision shall be final.
- 1.9 Complaints against the Students' Union made by persons who are not Full Members shall be considered by the Chief Executive and their decision shall be final.
- 1.10 Complaints reported by a person on behalf of a student will only be accepted with the consent of the student concerned.
- 1.11 Where there may be a conflict of interest during consideration and adjudication of a complaint, steps will be taken to avoid or mitigate the conflict.
- 1.12 When a complaint is dismissed it should be because of one of the following reasons: there is insufficient evidence and/or the complaint is deemed to be frivolous, vexatious, obsessive, repetitive, unrealistic, disproportionate and/or with unrealistic expectations of outcomes.
- 1.13 An annual Complaints and Discipline Report will be submitted to Students' Union Council, Trustee Board and the University.

## 2. COMPLAINTS ABOUT THE STUDENTS' UNION

- 2.1 Any Full Member, or student who has exercised the right not to be a member of the Students' Union, shall be entitled to complain if they are dissatisfied in their dealings with the Students' Union, or if they feel they have been unfairly treated by the Students' Union.
- 2.2 Complaints should usually fall under one or more of the following categories, noting that this list is neither exhaustive nor exclusive:
  - 2.2.1 Cost, quality, or delivery of facilities, services or activities provided by the Students' Union;
  - 2.2.2 Treatment of a student or group of students by the Students' Union;
  - 2.2.3 Actions contrary to the Students' Union Constitution or Bye-Laws;
  - 2.2.4 Fundraising activity undertaken by, or on behalf of, the Students' Union;

- 2.2.5 Inaccurate, unfair or intrusive material, published or broadcast by the Students' Union which is contrary to the National Union of Journalists Code of Conduct, Editors Code of Conduct or OFCOM guidelines;
- 2.2.6 Students' Union breaches of statutory or regulatory requirements.

### **3. COMPLAINTS ABOUT A FULL MEMBER**

- 3.1 The Students' Union shall consider complaints made by any person against any member in respect of misconduct, unacceptable and/or inappropriate behaviour. Such incidents shall usually occur at events or activities organised by the Students' Union, either on the premises or elsewhere or carried out by officials of the Students' Union, acting in an official capacity, or by members of a recognised society in the course of their usual activities.
- 3.2 This bye law will cover the following types of incident, noting that this list is neither exhaustive nor exclusive:
  - 3.2.1 Indecent, threatening, violent or disorderly behaviour against any person;
  - 3.2.2 Personal harassment of any person that relates to a person's background or personal characteristic;
  - 3.2.3 Sexual harassment or inappropriate sexual behaviour;
  - 3.2.4 Behaviour that is bullying, hostile, intimidating, discriminatory, malicious or insulting, an abuse or misuse of power which is meant to undermine, humiliate or injure the person on the receiving end;
  - 3.2.5 Behaviour likely to cause injury, impair the safety of others or put at risk of harm any person;
  - 3.2.6 Damage to, or defacement of, Students' Union property either through misappropriation or through intentional or reckless acts;
  - 3.2.7 Theft, fraud, deceit, deception or dishonesty;
  - 3.2.8 Possession, or supply, of a controlled or illegal substance or any other illegal activity;
  - 3.2.9 Behaviour which brings, or is likely to bring, the Students' Union into disrepute;
  - 3.2.10 Disruption, obstruction of, or improper interference with the social, governance or cultural activities of the Students' Union;
  - 3.2.11 Misconduct, unacceptable or inappropriate behaviour on premises of organisations associated with the Students' Union under reciprocal or other agreements;
  - 3.2.12 Breaches of Students' Union data protection, health and safety, safeguarding, equality and diversity or other policies or regulatory requirements;
  - 3.2.13 Failure to comply with an exclusion or penalty previously imposed by the Students' Union.
- 3.3 The Chief Executive shall give authority to Students' Union and University employees to exclude any persons from the Students' Union premises in respect of misconduct, unacceptable and/or inappropriate behaviour and they shall make a complaint arising from the exclusion to the Chief Executive.
- 3.4 In certain cases, (for example a complaint of harassment):
  - 3.4.1 additional support and guidance on support services will be provided;
  - 3.4.2 arrangements may be made to ensure the complainant does not to come into direct contact with the respondent, but such arrangements shall ensure that both parties, or their nominees, can hear evidence and be given an opportunity to ask questions of the other party;
  - 3.4.3 the Chief Executive, their nominee, or Panel Chair, may use their discretion to allow written evidence to be considered anonymously, subject to them verifying the authenticity of the evidence.

### **4. COMPLAINTS ABOUT A STUDENTS' UNION OFFICER OR STUDENT**

## OFFICIAL

- 4.1 Complaints about an Officer will be referred to an External Trustee who shall determine whether the complaint is of a democratic nature and should be dealt with under the Bye-Laws or whether it is a complaint of misconduct and should be dealt with under the Students' Union's employee procedures.
- 4.2 Upheld complaints about an Officer or Official of the Students' Union, which results in a penalty of exclusion from office, or removal of duties, applied under Bye-Law 15, shall be implemented in accordance with Bye-Law 8.

## 5. COMPLAINTS ABOUT A STUDENTS' UNION EMPLOYEE

- 5.1 Complaints made by students about any service that is delivered by staff will be treated as a complaint of dissatisfaction in their dealings with the Students' Union.
- 5.2 The complaint will be considered against the standards, policies and procedures of the service.
- 5.3 The complaint will not usually be considered as a complaint against individual employees.
- 5.4 If, in the course of considering or investigating the complaint, or at any subsequent stages, the Chief Executive or their nominee, have reason to believe that the conduct or behaviour of an employee may justify further consideration, the matter will be referred to the relevant employee procedures.

## 6 ASSESSMENT OF COMPLAINTS

- 6.1 Complaints will, in the first instance, be assessed by the Chief Executive, or their nominee, who may:
  - 6.1.1 dismiss the complaint, subject to consultation with the President;
  - 6.1.2 uphold the complaint, wholly or partially, with an appropriate resolution or penalty applied;
  - 6.1.3 decide if the complaint should be considered under the Procedural Stages;
  - 6.1.4 convene a Complaints and Discipline Panel (Stage 2);
  - 6.1.5 refer the complaint to the University to be dealt with under their Discipline Regulations;
  - 6.1.6 report, or advise the complainant to report, the complaint to the Police to be dealt with under the criminal justice system.
- 6.2 A complaint may be investigated as part of the initial assessment or the Local Resolution Stage.
- 6.3 During assessment, the Chief Executive, or their nominee, will consider what support is appropriate for each party involved.
- 6.4 If the complainant or respondent is not satisfied with the decision to dismiss or uphold the complaint, they may request, in writing, that the complaint is considered under the Procedural Stages on one of the following grounds:
  - 6.4.1 the Chief Executive, or their nominee, reached an incorrect decision; or
  - 6.4.2 an inappropriate resolution or penalty was applied.

## 7 PROCEDURAL STAGES

- 7.1 There will be three stages to the Students' Union's Complaints and Discipline process:
  - 7.1.1 Local Resolution (Stage 1)
  - 7.1.2 Panel (Stage 2)
  - 7.1.3 Appeal (Stage 3)
- 7.2 There will be a further right of appeal to the University if a complainant, respondent or Officer is dissatisfied with how the Students' Union has dealt with a complaint; this will be known as Stage 4.

## **8 LOCAL RESOLUTION (STAGE 1)**

- 8.1 A complaint dealt with locally by the relevant Officer, Committee or Department will be informal and can be:
- 8.1.1 dismissed; or
  - 8.1.2 upheld, wholly or partially, with an appropriate outcome, resolution or penalty applied;
- 8.2 If the complainant, respondent or an Officer is not satisfied with the decision made at Stage 1, they may request, in writing, that a Complaints and Discipline Panel is convened (Stage 2), on one or more of the following grounds:
- 8.2.1 the outcome, resolution or penalty was manifestly unfair or disproportionate;
  - 8.2.2 an incorrect decision was made;
  - 8.2.3 there is new evidence which could not reasonably have been available at the time.
- 8.3 The decision to convene a Complaints and Discipline Panel will be taken by the Chief Executive or their nominee, subject to consultation with the President.

## **9 PANEL (STAGE 2)**

- 9.1 The Panel will consider all of the evidence previously considered (if applicable), plus any new evidence which was not previously available.
- 9.2 The Panel may uphold or dismiss the complaint or accept or reject the decision made at an earlier Stage, in full or in part and, as a consequence may remove, reduce or increase any resolutions or penalties previously applied.
- 9.3 If the complainant or respondent or an Officer is not satisfied with the decision of the Stage 2 Panel, they may appeal the decision and request, in writing, that a Complaints and Discipline Appeal Panel (Stage 3) is convened, on one or more of the following grounds:
- 9.3.1 there was a procedural irregularity which rendered the process leading to the decision unfair;
  - 9.3.2 the outcome, resolution or penalty was manifestly unfair or disproportionate.
- 9.4 The decision to convene a Complaints and Discipline Appeal Panel will be taken by the Chief Executive, subject to consultation with the President.

## **10 APPEAL (STAGE 3)**

- 10.1 The Appeal Panel is the final stage of the Students' Union procedures and may accept or reject the appeal in full or in part, and as a consequence, may remove, reduce or increase any outcomes, resolutions or penalties imposed by the Panel.
- 10.2 Where an appellant, respondent or an Officer is not satisfied with how the Students' Union has dealt with a complaint, and all three stages of the process have been concluded, they may appeal, in writing, to the University on one or more of the following grounds:
- 10.2.1 there was a procedural irregularity which rendered the process leading to the decision unfair;
  - 10.2.2 the outcome, resolution or penalty applied was manifestly unfair or disproportionate.

## **11 APPEALS TO THE UNIVERSITY (STAGE 4)**

- 11.1 An appeal to the University will not be a re-hearing of the original complaint.
- 11.2 The University Secretary will consider the appeal and respond, in writing, usually within six weeks.
- 11.3 The decision of the University Secretary is final and there is no further right of appeal against the Students' Union.

## 12 OUTCOMES, RESOLUTIONS AND PENALTIES

- 12.1 The following Outcomes are available at any stage in the procedure:
- 12.1.1 A complaint is wholly upheld or a disciplinary incident is proven;
  - 12.1.2 A complaint is partially upheld or a disciplinary incident partially proven;
  - 12.1.3 A complaint is dismissed or a disciplinary incident is not proven.
- 12.2 When a complaint is upheld, resolutions and penalties shall be fair and proportionate, and in accordance with guidelines agreed by Student Executive Committee.
- 12.3 Once the Outcome has been determined, the following Resolutions are available at any stage in the procedure:
- 12.3.1 Improvements or changes to Students' Union services, outlets, facilities, policies or procedures are recommended;
  - 12.3.2 The complainant and respondent are required to participate in training and/or mediation and conflict resolution;
  - 12.3.3 An apology is given;
  - 12.3.4 A requirement that there should be a published reply, statement or apology in a specified issue or programme of the student media against which a complaint was upheld. Such reply, statement or apology shall normally be of equal size and position as the original item against which the complaint was made, unless it is decided that a lesser size or less prominent position is appropriate;
  - 12.3.5 A referral to a University or external agency able to provide appropriate support.
- 12.4 Once the Outcome has been determined, the following Penalties are available at any stage in the procedures.
- 12.4.1 Caution on future conduct;
  - 12.4.2 A letter of concern;
  - 12.4.3 Full or partial ban from, or access to, Students' Union building, licensed premises, services, events and/or activities for a prescribed period;
  - 12.4.4 Removal of the right to stand as a candidate for all or any elections for Students' Union Officer, Trustee, Representative and Working Committees, Students' Union Council or as an NUS delegate;
  - 12.4.5 Removal from an Official position or have specific duties removed; implementation of such a recommendation will be in accordance with Bye-Law 8 unless this penalty has been applied for reasons of safeguarding or a serious incident, in which case the penalty shall be enforced under Bye-Law 15.;
  - 12.4.6 Removal of, or ban on obtaining, Associate, Life or Reciprocal Membership.
  - 12.4.7 Referral to the University for consideration under its disciplinary procedures;
  - 12.4.8 Referral to other action, including legal action, if such action is deemed to be in the best interests of the organisation;
  - 12.4.9 Referral to the Students' Union employment procedures for consideration of current or future employment.
  - 12.4.10 Failure to comply with the conditions of any resolution or penalty, applied at any stage of the process, will constitute an act of misconduct and the Chief Executive may take further action against the student including extending the penalties or re-hearing the case.
- 12.5 If any member breaches the terms of any resolution or penalty, the Chief Executive shall be empowered to extend the resolution or penalty.

## 13 TEMPORARY MEASURES

- 13.1 In order to protect the Students' Union or any of its members or staff, the Chief Executive shall be empowered to exclude Full Members from all or any premises, services and activities pending consideration of:

- 13.1.1 a complaint under the Complaint and Discipline Bye-Law;
  - 13.1.2 misconduct under the University's Discipline Regulations;
  - 13.1.3 a charge in a court of law.
- 13.2 The Chief Executive may only take such action if, in their opinion, it is necessary to protect the Students' Union or any of its members or employees.
- 13.3 During the course of dealing with a complaint, measures may be put in place to temporarily remove broadcast or published material, pending the conclusion of the complaint.

## 14 TIMEFRAMES

- 14.1 All complaints will usually be assessed within two weeks of receipt and a written response issued.
- 14.2 Each formal stage will usually be concluded within three weeks, with written notification usually issued within one week of a decision.
- 14.3 The complainant and respondent will usually have two weeks in which to challenge or appeal a decision.
- 14.4 A Panel will usually be convened within three weeks of the request being received.
- 14.5 Complainants, appellants, respondents and Panel members will usually be given one week's notice of a Panel hearing.
- 14.6 Communications with complainants and respondents will be timely and reasonable.
- 14.7 Complaints may be heard during university vacations, during which time the deadlines may be extended.
- 14.8 If a Full Member has been excluded from candidacy for elected office, the respondent may appeal specifically against this penalty outside the usual time limits. Such an appeal may only be submitted on the grounds that the penalty was inappropriate to the offence for which the respondent was found responsible, and must be submitted to the President at least one month before the close of nominations for the post(s) for which the respondent wishes to stand. Any such appeal will be considered by an Appeal Panel. The member may not be given an extension of any election deadlines as a result of such an appeal.

## 15 GENERAL ARRANGEMENTS FOR PANELS

- 15.1 Selecting the Panel
- 15.1.1 A pool of full members will be created from which all panels will be drawn;
  - 15.1.2 A Panel will consist of three student representatives, including at least one Officer, who have not previously been involved with the case and who will be drawn from the pool
  - 15.1.3 All Panels will be chaired by an Officer;
  - 15.1.4 All panel members will be selected ensuring there is no conflict of interest. The complainant, respondent or appellant may request reconsideration of any Panel member on the grounds of partiality or conflict of interest. Such a request shall be considered by the Panel Chair and their decision shall be final.
- 15.2 Submitting Evidence
- 15.2.1 Statements and other evidence (including witnesses attending the hearing) may be submitted to a Panel, with all such information shared with all relevant parties prior to the hearing;
  - 15.2.2 Arrangements for notifying witnesses of a Panel hearing will be the responsibility of the person who has requested their attendance;
  - 15.2.3 Any information previously considered at earlier stages will be provided, as evidence, to a Panel hearing;
  - 15.2.4 The Panel may request the input of specialist witnesses in order to assist the Panel;

- 15.2.5 No information about previous offences will be considered until and unless the complaint is upheld.
- 15.3 Attendance at the Hearing
- 15.3.1 Complainants or respondents may be accompanied or represented by a Full Member, at Panel and Appeal Panel hearings, but may not have external or legal representation;
- 15.3.2 A Panel hearing can be adjourned if a request is made to the Chair, by any party or Panel member, in order to consider further information, hear further witnesses or allow extra time for other reasons. Such agreement will not be unreasonably withheld and the Chair shall determine the length of the adjournment;
- 15.3.3 If the complainant or respondent and/or their representative fails to attend the hearing, the Panel may proceed with the hearing or adjourn for a reasonable period.
- 15.4 Making a decision
- 15.4.1 The panel will first determine the outcome of the case;
- 15.4.2 If the outcome is to uphold the complaint, the Panel will be informed of any previous offences. In such instances, the respondent will be given the opportunity to make a statement to the Panel before a decision is reached on the resolutions or penalties imposed;
- 15.4.3 The Panel will then consider what resolutions and penalties to set in place.
- 15.5 A Panel hearing will operate in accordance with the following procedures:
- 15.5.1 The Chair will introduce all present, outline what will happen in the hearing, and ensure everyone understands the purpose of the hearing;
- 15.5.2 The complainant or appellant will present their case and introduce any supporting statements and/or witnesses;
- 15.5.3 There will be an opportunity for the members of the Panel and the respondent to question the complainant or appellant and any witnesses;
- 15.5.4 The respondent will present their case and may introduce any supporting statements and/or witnesses;
- 15.5.5 There will then be an opportunity for members of the Panel and the complainant or appellant to question the respondent;
- 15.5.6 Any expert witnesses will be heard;
- 15.5.7 The complainant or appellant will be given the opportunity to make a final statement;
- 15.5.8 The respondent will be given the opportunity to make a final statement;
- 15.5.9 The complainant, appellants and respondents will be asked to leave the room to allow the Panel to make a decision;
- 15.5.10 The complainant, appellant and respondent will be invited to re-join the hearing and the Chair of the Panel will inform them of the decision, or, if a decision has not been reached, a date when it will be issued;
- 15.5.11 Complainants, appellants and respondents will subsequently receive written notification of the decision, including any further rights of appeal;
- 15.5.12 Where relevant, case precedents will be recorded and may be referred to in future Complaints and Discipline Panel hearings or Appeals.
- 15.6 A written summary of proceedings will be taken and made available to the complaint, appellant or respondent on request; information will be confidential but the Panel may publish its decision in such a way as it determines.

# Bye-Law 16 – ELECTIONS REGULATIONS

## 1. GENERAL

- 1.1 This Bye-Law shall apply to all elections conducted via a cross-campus ballot at Sheffield Students' Union.
- 1.2 All candidates and their campaigners shall be responsible for familiarising themselves with this Bye-Law and any Supplementary Election Rules.
- 1.3 Elections shall be held by a ballot of all Full Members for the Students' Union Officers, Elected Student Trustees, Students' Union Council, and NUS National Conference delegates

## 2. RETURNING OFFICER

- 2.1 A Returning Officer shall be appointed annually by Students' Union Council
- 2.2 The Returning Officer shall:
  - 2.2.1 Be responsible for the proper conduct of the elections
  - 2.2.2 Publish any Supplementary Election Rules for all cross campus elections which they oversee at the Students' Union
  - 2.2.3 Publish timetables for all cross campus elections which they oversee at the Students' Union
  - 2.2.4 Be responsible for interpreting this Bye-Law and Supplementary Election Rules
  - 2.2.5 Be guided by the Representation of the Peoples Acts on any election matter not specified in this Bye-Law or any Supplementary Election Rules
  - 2.2.6 Rule on any complaints related to the elections and apply sanctions if they deem necessary
  - 2.2.7 Ensure that any elections under the Single Transferable Voting System are conducted in accordance with the rules laid down by the Electoral Reform Society
  - 2.2.8 Produce a report on the elections, which shall be noted by the University Secretary
- 2.3 The Returning Officer shall not be a Full Member of the Students' Union, and shall have experience relevant to the role of Returning Officer.
- 2.4 The Returning Officer may delegate the management of election business to a Deputy Returning Officer, who shall be the Chief Executive of the Students' Union or their nominee.
- 2.5 The Deputy Returning Officer shall be responsible for the day to day good conduct and administration of the elections, and any other responsibilities delegated to them by the Returning Officer.

## 3. NOTICE

- 3.1 The Students' Union shall publish notice of every election at least 5 working days prior to the open of nominations.
- 3.2 Such notices shall state:
  - 3.2.1 The type and number of vacancies in the election
  - 3.2.2 The date(s) and times for the open and close of the nomination period
  - 3.2.3 The date(s) and times of polling
  - 3.2.4 Any rules governing the election

## 4. ELIGIBILITY TO STAND AND VOTE

- 4.1 All Full Members shall be eligible to stand as candidates and vote in all elections, except as specified below.
- 4.2 Candidates for Part Time Officer positions shall be a Full Member at the date of their election

- 4.3 The right to stand as a candidate for representative and liberation, and Part Time Officer positions shall be limited to students from those groups represented by each position, as defined in the Bye-Laws.
- 4.4 The right to stand as a candidate for the posts of International and Community Officer and Liberation Officer shall be limited to international students and students from liberation groups respectively
- 4.5 All nominations shall include:
  - 4.5.1 The candidate's name, or a name by which they are commonly known
  - 4.5.2 A valid university email address and student number for that candidate
  - 4.5.3 A photograph which bares a genuine likeness to the candidate
  - 4.5.4 An election statement of no more than 100 words, or 250 words for candidates for Officer's posts. In addition to this statement. any candidate who will be absent from the University for a period exceeding 30 days during the period of office of the post to which they are seeking election shall add a statement specifying the dates and reason for such absence;
  - 4.5.5 For Full Time Students' Union Officer posts shall be required as part of the nomination process to sign a declaration that they are eligible and willing to serve as a Trustee of the Students' Union. Members who are ineligible to serve as a Trustee or unwilling to sign the declaration may not stand for election as a Full Time Students' Union Officer
  - 4.5.6 For Officer election candidates, an election slogan of no more than 6 words.
- 4.6 One individual may not hold, or be nominated for, more than one SU Officer position or more than one position on Students' Union Council
- 4.7 If insufficient nominations have been received to fill all vacancies at the close of nominations, the election shall proceed as normal
- 4.8 All elections, except for elections of delegates to the Annual Conference and Extraordinary Conferences of the National Union of Students, shall provide the opportunity to vote for Re-open Nominations (RON), in preference to one or more candidates
- 4.9 Any candidate may withdraw from an election, no later than 1 working day prior to voting, by writing to the Returning Officer.

## 5. CAMPAIGNING AND CANVASSING

- 5.1 All candidates and their campaigners will be bound by this Bye-Law and the Supplementary Election Rules on campaigning
- 5.2 A campaign spending limit will be in place for all elections, which will be reimbursed for Officer election candidates, and must not be exceeded.
- 5.3 Proof of all expenditure by candidates must be provided in accordance with the Supplementary Election Rules
- 5.4 No Students' Union Officer, Students' Union Councillor, Forum or Committee as defined in the Bye Laws, shall endorse, in their elected capacity, any candidate for election.
- 5.5 All student media at the Students' Union shall ensure that their coverage of elections is unbiased and balanced. The Returning Officer may require whatever action they deem necessary to be taken to prevent the publication or broadcast of any item that conflicts with this requirement.

## 6. POLLING AND THE COUNT

- 6.1 The Returning Officer shall be responsible for all matters relating to polling and counting of cross-campus elections.
- 6.2 All Full Members of the Students' Union shall be eligible to vote once in each election in which they are entitled to vote.
- 6.3 Polling shall only be held on weekdays during the academic terms defined by the University.

- 6.4 Voting shall be by secret ballot. Single vacancy elections shall be held by the Alternative Voting (AV) system and multi-vacancy elections normally be conducted by the Single Transferable Voting (STV) system.
- 6.5 Electoral Reform Society guidance will be followed in the conduct of counting elections.
- 6.6 No one shall seek to influence or observe a voter once they have begun to complete their ballot
- 6.7 If the Returning Officer deems a vote to be tied at any stage of the counting process it shall be resolved by tossing a coin or by random electronic selection.
- 6.8 The election of Re-open Nominations shall result in nominations being reopened, and a by-election being held as soon as possible after the time of the original election result.
- 6.9 Polling dates shall be published before, and may not be altered after, the start of polling.
- 6.10 Polling for referenda shall be conducted in accordance with the Bye-Laws relating to Referenda.

## **7. ELECTION COMPLAINTS**

- 7.1 The Returning Officer shall rule on any complaints related to the elections, and impose appropriate sanctions. The decision of the Returning Officer shall be final.
- 7.2 Complaints regarding any part of the election except the count shall be received prior to the close of the ballot
- 7.3 Complaints regarding the count may be received up to 24 hours following the close of the ballot.
- 7.4 The Returning Officer may take the decision to re-run an election where they deem that it has not been fairly or properly conducted.

# Bye-Law 17 - STUDENTS' UNION POLICY

## 1. PURPOSE

- 1.1 The Union shall set Policy, which may state the collective position of the Union on any given issue, or mandate the Union to direct its political and material resources towards a particular set of actions.
- 1.2 Where the subject matter of a Policy falls within the scope of an Ethical Policy, it will be subject to the relevant process outlined in these Bye-Laws.

## 2. SCOPE & AUTHORITY

- 2.1 Policy may be established by Referendum, or by the Students' Union Council, in accordance with the procedures outlined in these Bye-Laws.
- 2.2 Policy shall remain valid until the first Students' Union Council Meeting convened in the third academic year following its adoption, after which it shall lapse unless renewed in accordance with the procedure outlined in these Bye-Laws.
- 2.3 Policy shall be binding on all Committees, Forums, Officers, Officials or employees acting on behalf of the Students' Union.
- 2.4 Policies remain subject to the authority of the Board of Trustees according to the powers set out in the Constitution and these Bye-Laws.

## 3. POLICY SET BY STUDENTS' UNION COUNCIL

- 3.1 A Proposal for the establishment of Policy, or the amendment of an existing such Policy, may be submitted to the President by;
  - 3.1.1 Any 2 members of Students' Union Council (excluding the Chair).
  - 3.1.2 Any Students' Union Forum
  - 3.1.3 50 Full Members of the Students' Union
- 3.2 Any such Proposal shall not exceed 200 words.
- 3.3 Any proposal relating to the work of an existing Forum or Committee shall first be referred to the relevant body for deliberation and who shall recommend a final proposal to Students' Union Council for consideration;
- 3.4 The President may accept a proposal which shall be deliberated and considered only by Students' Union Council, where there is no appropriate Forum or Committee to deliberate on it
- 3.5 The President shall publish notice of any such proposal on the Students' Union website and circulate it to members of the Students' Union Council no less than 10 days prior to the meeting of SU Council at which it is to be considered, inviting any proposals for amendment within 10 days following publication.
- 3.6 Any amendments shall not extend the proposal beyond 200 words, and may be submitted by;
  - 3.6.1 any member of the Students' Union Council (excluding the Chair)
  - 3.6.2 any Full Member, with the support of ten other Full Members.
- 3.7 The original proposal, and any proposals for amendment, shall be published on the Students' Union website and circulated to members of Students' Union Council 5 days prior to the meeting of Students' Union Council at which they are to be considered.
- 3.8 Proposals shall require the approval of two-thirds of the members of Council to be carried and established as Policy of the Students' Union.
- 3.9 Where an amendment has been submitted to a Proposal, it shall require approval of two-thirds of the members of Council to be carried;

**3.10** Proposals may be referred by SU Council to Referendum, in accordance with the Bye-Laws;

#### **4. POLICY SET BY REFERENDUM**

- 4.1** Decisions of the Student Council may be referred, by the Student Executive Committee, to a Referendum for decision by the membership. If a proposal achieves a two thirds majority of Council and is referred to referendum by Student Executive Committee the policy shall be effective from the decision of Council, pending the outcome of the referendum;
- 4.2** Any proposal that is supported by over half, but less than two-thirds, of members present may be submitted to a referendum by a decision of Council.
- 4.3** Council may submit any policy proposal to referendum with a simple majority, but only after the procedure set out in Clauses 3.1 to 3.6 has been followed.
- 4.4** Referenda concerning Policy shall be carried out in accordance with the process laid out in these Bye-Laws;
- 4.5** If there is a conflict between policy approved by Referendum and that approved by Council, the decision of the referendum shall take precedence.
- 4.6** After a new policy is passed by a Referendum the President shall assess the relationship between the new policy and previous policy. The President shall make a recommendation to the Students' Union Council on a combined policy, or on which previous policy or part of policy should be deleted as a result of the adoption of new policy. The decision of the Students' Union Council shall be final, subject only to Referendum.

#### **5. IMPLEMENTATION OF POLICY**

- 5.1** Student Council shall delegate Policy of the Students Union to a Forum, Working Committee, or establish a Policy Action Group, to support the Officers in implementing its' provisions.
- 5.2** Each Forum and Policy Action Group shall report to Council, alongside the relevant Officer, on action taken in support of policies.

#### **6. LAPSING POLICY**

- 6.1** Student Executive Committee shall, at the start of each academic year, review policy due to lapse and shall prepare recommendations to Students' Union Council on whether such policy should lapse, be renewed or be amended.
- 6.2** In considering the recommendations from Student Executive Committee, Students' Union Council may:
- 6.2.1** renew policy without amendment for a period up to the first Students' Union Council meeting in the third academic year subsequent to their decision;
  - 6.2.2** submit a proposal for renewing policy in an amended form to Students' Union Council or referendum;
  - 6.2.3** decide that the policy shall lapse with immediate effect.

#### **7. ETHICAL POLICY**

- 7.1** Scope
- 7.2** The Students' Union may resolve to have no dealings with, or facilitate the promotion of, companies or organisations on the grounds of;
- 7.2.1** involvement in the arms trade.
  - 7.2.2** use of animals for cosmetic or non-medical experimentation.

- 7.2.3** actions harmful to the environment.
  - 7.2.4** actions which violate human rights.
  - 7.2.5** unfair exploitation
  - 7.2.6** racist, homophobic, transphobic or sexist policies.
- 7.3** Amending Ethical Policy
- 7.4** Any Full Member may submit a request, supported by the names and signatures of 100 members, in writing to the President that the Students' Union should have no dealings with specified companies or organisations on the grounds of one or more of the ethical criteria outlined above. Such a request must specify in what way it is believed that the companies or organisations contravene these criteria.
- 7.5** A request relating to a company or organisation shall not be considered further if a complaint has already been considered about the same company or organisation during that academic year, unless Student Executive Committee decides otherwise.
- 7.6** On Receipt of such a request, the President shall seek:
- 7.6.1** advice from the Ethical Investment Research and Information Service (EIRIS), or another appropriate body, on the issues raised by the request;
  - 7.6.2** comments from the specified companies or organisations concerned;
  - 7.6.3** a report from the Students' Union Chief Executive outlining all the Students' Union's dealings with the companies or organisations concerned.
- 7.7** The President shall submit all the information detailed above to a meeting of Students' Union Council, to be held within 30 days of receiving the request, and shall publish arrangements for the meeting in a Students' Union e-newsletter and on the Students' Union's website.
- 7.8** The President shall ensure that all the information is circulated to members of Students' Union Council and published for all students, at least 3 days in advance of the meeting.
- 7.9** At the meeting of the Students' Union Council, the member submitting the request should be given the opportunity to explain their case and the discussion should be open to all other Full Members present
- 7.10** Students' Union Council may decide, by a two-thirds majority, that the Students' Union should have no dealings with the company, or may decide, by a simple majority, to make a recommendation to a referendum, or may seek more information for a further discussion which shall follow the above procedures, or may decide to reject the request.
- 7.11** Any decision that the Students' Union should have no dealings with companies or organisations shall be considered as policy of the Students' Union and shall be subject for review in accordance with Bye-Law 18, but shall only take effect after the Students' Union has fulfilled all obligations to those companies or organisations under existing contracts and agreements, and shall be subject to all relevant legal requirements.
- 7.12** The decision of the Students' Union Council shall be published to members through the Students' Union's website.
- 7.13** Publication and Notification
- 7.13.1** The President shall inform the companies or organisations concerned of the decision of the Students' Union, and invite them to inform the Students' Union of any developments relevant to this decision.

- 7.13.2** The President shall pass any subsequent information from companies or organisations to Students' Union Council, which shall be empowered to rescind any decision, whether taken by the Students' Union Council or by Referendum, on the grounds of a change in policies or activities of the companies or organisations.
- 7.13.3** The ethical policy should be published annually, listing details of all companies and organisations affected.

## **Bye-Law 18 - STAFF OF THE STUDENTS' UNION**

1. The Students' Union shall be empowered to employ staff, who shall be responsible to the Students' Union Officers through an established management structure.
2. There shall be a Chief Executive of the Students' Union who shall be the most senior staff member and report to the Trustee Board through the chair
3. Staff who are not Full Members of the Students' Union shall not participate in, or publicly express their personal views on, decisions of the Students' Union. Staff who are Full Members of the Students' Union shall not express their personal views on decisions of the Students' Union during the course of their employment. Members of Students' Union Council and Students' Union committees, who are also employees of the Students' Union, shall declare an interest and not vote at Council or Students' Union committee meetings on any issue that directly affects their terms and conditions of employment.
4. Staffing matters shall be the responsibility of the Trustee Board, in accordance with Bye-Law 5
5. Any complaint or comment of a member of staff regarding a member of the Students' Union shall be raised through the management structure, and dealt with in accordance with Bye-Law 15.
6. Any breach of this procedure by members or staff will be considered as a serious disciplinary matter.

# **Bye-Law 19 - AMENDMENTS TO THE CONSTITUTION AND BYE-LAWS**

## **1. CONSTITUTION AND BYE-LAWS**

- 1.1** Amendments shall be made in accordance with clause 13.1 of the Constitution and Bye-laws.
- 1.2** On receipt of a proposal to amend those Bye-Laws over which Students' Union Council has jurisdiction, as specified in Clause 13.1 of the Constitution:
- 1.2.1** The President shall submit the proposal to Constitutional Committee for consideration within 10 days.
  - 1.2.2** The recommendation of Constitutional Committee shall be circulated to Students' Union Council, and to any student committees or bodies affected, 10 days prior to the meeting of Students' Union Council at which it is to be considered.
  - 1.2.3** Proposals shall require the approval of two-thirds of the members present to be carried. The Student Executive Committee may however refer any such decision to a referendum for decision by the membership. If a proposal achieves a two thirds majority of Council and is referred to referendum by Student Executive Committee the proposal shall be effective from the decision of Council, pending the outcome of the referendum. Any proposal that is supported by over half, but less than two-thirds, of members present may be submitted to a referendum by a decision of Council. Council may submit any proposals to referendum with a simple majority.

## **2. CONSTITUTIONAL COMMITTEE**

- 2.1** Students' Union Council shall establish a Constitutional Committee consisting of the President, the Chair of Students' Union Council and 2 members elected from Students' Union Council.
- 2.2** The Committee shall be convened by the President:
- 2.2.1** When requested by any Full Member to advise on the submission of amendments to the Constitution or Bye-Laws.
  - 2.2.2** On submission of any Constitution or Bye-Law amendments to the President, to prepare any consequential amendments which shall be submitted to Students' Union Council for submission as an amendment to the proposed amendment.
  - 2.2.3** As required by Students' Union Council to consider any matter relating to the Constitution or Bye-Laws.
- 2.3** The Committee shall publish any proposals to change the Constitution or Bye-Laws 10 days prior to the meeting of Students' Union Council at which they are to be considered.

## **3. PROCEDURE, GUIDELINES AND CODES OF PRACTICE HANDBOOK**

- 3.1** Students' Union Council shall have oversight of the Students' Union's Procedure, Guidelines & Codes of Practice Handbook.
- 3.2** Student Executive Committee shall have delegated authority to approve, amend, include or remove procedures, guidelines, operational policies and codes of practice.