

# University of Manchester Students' Union Bye-Laws

Updated 16 November 2012

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## **Background**

1. These Bye-laws are made pursuant to the Articles of Governance of the Union
2. These Bye-laws cover the following:

[Referenda](#)

[Elections](#)

[Activities](#)

[Assemblies, Forums and Action Groups](#)

[Executive Committee](#)

[Media Charter & Media](#)

[Policy](#)

[Discipline and Appeals](#)

[Trustee Board](#)

[Sub Committees of the Board](#)

[Complaints](#)

[Affiliations](#)

## **Definitions and Interpretation**

3. Words and phrases used in these Bye-laws have the same meaning as ascribed to them in the Articles of Governance of the Union
4. The Articles of the Governance of the Union shall take precedence over these Bye-laws and these Bye-laws shall not be interpreted or applied in any way which is inconsistent with the Articles of Governance of the Union

## **Amendments**

5. These Bye-laws may be altered, varied or amended by the Union Assembly, referenda or by the Trustees to ensure better representation of the student interest

## **Guidance Documents**

6. Rules and provisions made in Guidance Documents provided supplementary to these Bye-laws shall carry the same weight as rules contained within the Byelaws themselves. In the event of a conflict, the Byelaws take precedence
7. Amendments to Guidance Documents shall remain the authority of the relevant body as detailed in the Bye-laws

## **BYE-LAW | REFERENDA / ALL STUDENT VOTE**

1. The Bye-Law is made pursuant to the Articles of the Union
2. Words and phrases used in this Bye-Law have the same meaning as ascribed to them in the Articles of the Union
3. This Bye-Laws was last updated and approved on

### **General Provisions for Referenda**

4. No member shall have more than one vote
5. Voting will normally be online but on exceptional occasions may be paper based.
6. Paper based voting will be authorised by the Returning Officer where appropriate
7. The Returning Officer and their deputies shall be responsible for the conduct of all matters regarding referenda
8. The Returning Officer shall have the duty to determine and amend the Guidance Document on Elections and Guidance Document on Referenda
9. Formal notice, including motions for referendum shall be published at least 10 working days before polling begins
10. A Campaign Leaders Meeting must be held prior to polling opening, at a time specified by the Returning Officer
11. Motions shall be submitted for Referenda through the process outlined in the Policy Bye-Law
12. Motions for Referendum can be withdrawn only by the person proposing the motion unless they are being withdrawn on specific legal advice in which case the Executive may withdraw the motion
13. A Referendum may be convened at the request of four hundred members after submitting an idea to an Assembly
14. The Trustees can call Referenda at any time
15. The Executive committee may call Referenda on a specific policy proposal in the case of an emergency.

### **Requirements for Referenda Motions**

16. No motion may be taken to Referendum that concern the allocation of resources to any current or future student activity group(s) unless the business has first been to the Trustee Board. A student activity group is here taken to mean any group of self-organised students

### **General provisions for Assembly Meetings**

17. The Assembly will receive notification of a motion or idea and will take a vote on how to treat the motion or idea
18. The Assembly will decide:
  - 18.1 To put the idea / motion to referendum
  - 18.2 To pass the idea straight into policy

### **General Provisions for Referenda Voting**

19. Referendum voting shall take the form of a secret cross campus ballot in which members are asked to vote either 'Yes', 'No' or 'Abstain' in answer to a clearly defined motion or motions
20. Referendum voting shall last not less than one working day Rules on Referenda polling, publicity, conduct and counting shall be as per the Articles, Bye-Laws and Guidance Document on Elections / Referenda
21. Quorum for a referenda vote shall be as stated in the Articles

### **Requirements for Referenda Campaigning**

22. Only full members who have joined either a Yes or No campaign may access Union resources to campaign during a referendum period
23. There will be provision for a separate Yes and No campaigners list for each motion in any Referenda period
24. To join a Yes or No campaign, members should state in writing to the Returning Officer their name, student number, telephone number, the title of the motion and whether they wish to join the Yes or No campaign for that motion
25. Members may join a Yes or No campaign at any time during the Referenda period, including during polling
26. The proposer of a motion shall be the leader of the Yes campaign for that motion, and may delegate leadership to another member at any time in writing to the Returning Officer. The delegated leader must confirm that they wish to be the leader of the Yes campaign in writing to the Returning Officer
27. The first member to join the No campaign for a motion shall be the leader of the No campaign, and may delegate leadership to another member at any time in writing to the Returning Officer. The delegated leader must confirm that they wish to be the leader of the No campaign in writing to the Returning Officer.
28. Any use of Union resources by a member of either a Yes or No campaign must be authorised by the leader of that campaign
29. Campaigning for or against individual motions may only begin once all appropriate campaign briefings have been completed and overseen by the Returning Officer
30. Campaigning must follow the Guidance Document on Referenda

### **Conduct**

31. Campaigners must conduct themselves in line with the Guidance Document on Referenda. Campaigners breaching these regulations will be subject to the disciplinary procedures outlined in the appropriate Guidance Document and Bye-Laws
32. Campaigning may begin at the end of the Campaign Leaders Meeting

### **Complaints and Appeals**

33. Complaints regarding campaigners conduct must be submitted in a timely manner to the Returning Officer or their deputy and no later than one hour after the close of polling
34. Complaints will be dealt with as outlined in the Guidance Document covering campaigning regulations or elsewhere in these rules
35. The Returning Officer or their deputy may take any disciplinary action, short of permanent withdrawal of a motion, that they believe to be reasonable. In the event that the Returning Officer or their deputy deems that an offence is fundamentally and significantly detrimental to the integrity of the vote and deems it appropriate to withdraw a motion they should make this recommendation to the Executive Committee
36. The Executive Committee shall hear any appeals relating to decisions of the Returning Officer or their deputy short of withdrawal of a motion
37. Appeals against the rulings of the Returning Officer or their deputy must be made in writing within one working day of the decision being confirmed in writing. The appeal should be submitted to the appointed office for the attention of the Executive Committee or, in the case of a conflict of interests, a Jury Panel. The appeal should state the grounds for appeal, the desired outcome and whether the appellant wishes to present the appeal in person
38. The Returning Officer or their deputy shall be responsible for convening Executive Committee in the event of any such appeals

39. In the event of an appeal being upheld against a decision which had resulted in a motion being removed from a ballot, the Executive Committee shall have the discretion to order the individual Referendum motion to be re-submitted to the membership at the earliest convenient time or to automatically carry the motion to the next referendum

## **BYE LAW | ELECTIONS**

1. The Regulations are subject to the Articles of the Union
2. Words and phrases used in Regulations have the same meaning as given to them in the Articles of the Union
3. These Regulations were last updated and approved on 8 February 2012

### **General Regulations for Elections (including voting in All Student Vote ballots)**

4. The Returning Officer will be appointed on an annual basis by the Trustee Board
5. The Returning Officer will appoint Deputy Returning Officers to deal with specific areas of the election process as required
6. The Returning Officer will publish all election details for the forthcoming year by the commencement of first week of the new Academic year. These should include;
  - 6.1 Dates and times nominations close and polling is open, and the deadline for, and word limit of, manifestos
  - 6.2 No member shall have more than one vote
  - 6.3 Voting shall be by secret ballot using the single transferable vote (STV) system as described by the Electoral Reform Society of Great Britain & Northern Ireland and shall include re-open nominations as a candidate
7. Should re-open nominations be the elected candidate, then the post in question shall remain vacant until a by-election is held
8. The Returning Officer shall be responsible for the conduct of all matters regarding the elections.
9. The Returning Officer will have the duty to determine and amend the Guidance Document on Elections and Guidance Document on All Student Vote

### **Elected Positions**

10. The following posts shall be elected by cross-campus ballot of all members:
  - 10.1 Executive committee
  - 10.2 Delegates to National Union of Students (NUS) National Conferences (not NUS Zone & Section Conferences)
    - 10.2.1 Delegates to National Union of Students (NUS) Conferences shall be elected in line with guidelines from NUS with the extra provision that the membership of the delegation to NUS National Conference must be at least 50% women
11. The following posts shall be elected by cross-faculty ballot
  - 11.1 Faculty Level Representatives
12. The following posts shall be elected by a cross-campus ballot of a defined group of members as outlined in the guidance document:
  - 12.1 Postgraduate Action Group Chairs
  - 12.2 International Students Action Group Chairs
  - 12.3 Liberation Group Representatives

### **Guaranteed Women's Representation**

13. The eligibility for a guaranteed women's position will be based on candidates self defining their gender on the nomination form.

### **Eligibility**

14. To be eligible to stand in any election, candidates must be a registered student at the University of Manchester
15. To be eligible to stand in an election of a defined group, the candidate must belong in that group as outlined by the University records or self-define into

that defined group where no records are held by the University for that purpose

### **Timing of Elections**

16. Elections shall be held at times which are intended to enable the largest possible number of members to vote
17. Formal notice of all elections shall normally be given by week one of the Academic Year
18. Nominations shall open no less than sixteen days before close of polling
19. Detailed Notice of elections shall be given a minimum of seven days before nominations open
20. Nominations shall close ten days before close of polling
21. A candidates' meeting must be held following the closure of nominations at a time specified by the Returning Officer

### **Nominations**

22. Nomination papers must be available as soon as nominations open and available for submission online unless the Returning Officer has authorised a paper based method
23. The Returning Officer or their deputy will then check and compile these at the close of nominations
24. Each completed nomination paper must include the full name and student number of those nominated
25. A written or emailed receipt must be issued by the Union to confirm the submission of each completed nomination paper

### **Communication**

26. The Returning Officer or their deputy shall organise opportunities for Students to ask questions of the candidates.
27. All candidates in an Election shall receive a publicity allowance at a level set by the Returning Officer use on publicity
28. The Guidance Document on Elections will be updated annually to ensure appropriate financial support for candidates where possible
29. The results of all Union elections shall be certified and communicated by the Returning Officer

### **Conduct**

30. Candidates/Nominees must conduct themselves in line with the Guidance Document on Elections.
31. All campaigning publicity must meet the requirements of the Guidance Document on Elections, as approved by the Returning Officer
32. Candidates /nominees breaching these regulations will be subject to the disciplinary procedures outlined in the appropriate Guidance Document and Bye-Laws
33. Campaigning may begin at the end of the candidates/nominees briefing
34. Complaints regarding candidates conduct must be submitted to the Returning Officer or their deputy no later than the close of polling
35. Complaints will be dealt with as outlined in the Elections Guidance Document covering campaigning regulations or elsewhere in these rules
36. The Returning Officer or their deputy may take any disciplinary action including a permanent withdrawal of a candidate/motion that they believe to be reasonable.
37. Any appeals relating to the decisions of the Returning Officer shall be heard by a Jury Panel set up for this purpose.
38. Jury panel members must not be a candidate in the same set of elections

39. The decision of that Jury Panel is final

## **BYE LAW | ACTIVITIES**

### **General**

1. To be considered for recognition, a new Club or Society shall present to the Activities and Development Officer, a proposal as specified below.
2. No Club or Society may receive funds from the Union or make use of the Union's facilities without the prior recognition of the Club or Society by the Executive Committee.
3. No Club or Society shall be recognised if its purpose conflicts with the Core Objectives of the Union, except that this restriction shall not be unjustly interpreted so as to preclude the establishment of political, religious or ethnically based clubs and societies.
4. All recognised Clubs and Societies are subject to these bye-laws and members of Club and Society Committees are accountable to the Executive Committee in adhering to them.

### **Starting Up Clubs and Societies**

5. A proposal for the formation of a Club or Society must be submitted to the Activities and Development Officer, who shall present the proposal to the Executive Committee.
6. Such a proposal will require the following supporting information:
  - 6.1 The signatures of three full members of the Union.
  - 6.2 A statement of the aims and objectives of the Club or Society, which shall not be contrary to the Core Objectives of the Union.
  - 6.3 A unique constitution, which determines the activities the Club or Society can partake in and that is based on and includes all points in the Model Club or Society Constitution.
  - 6.4 A membership fee may be charged. All clubs and societies are urged to consider tight student finances when setting their membership fee.
  - 6.5 Provision for the election of a Committee to include as a minimum a Lead Contact (President/ Chair), Second Contact (Secretary / Admin), Finance Contact (Treasurer).
  - 6.6 Suitable assessment of the health and safety risks involved with the Club or Society's activities and precautions that will be taken

### **Members**

7. All Clubs and Societies must be open to all members of the Union unless express permission is granted by the Executive Committee on a case by case basis
8. Associate Membership of a Club or Society describes the membership of a person who is not a member of the Union
9. Clubs and Societies may only accept associate membership after a proposed associate membership fee has been submitted to and accepted by the Union Executive Committee
10. Clubs and Societies applying for associate membership will need to justify the cost of the associate membership fee and why associate members would benefit the Club, Society, or the student body in general
11. Associate Membership fees must be calculated to reflect the true cost of participating in that Club or Society, based on the full cost recovery approach. Associate Members must not be subsidised in any way by Union funds or resources

### **Funding, assets and expenditure**

12. The Executive Committee shall allocate a sum in the Union budget which shall be for Grants to recognised Clubs and Societies



13. All Clubs and Societies shall be required to submit a budget request form to the Activities Officer in order to be eligible for grant funds
14. The deadline for the submission of budget requests shall be set by the Union and will be communicated to all Clubs and Societies at least one calendar month before the deadline
15. A Clubs and Societies Grant Allocation Group, made up of the Activities Officer, and 3 other members of the Executive Committee, shall allocate grants to Clubs and Societies
16. Clubs and Societies that are dissatisfied with the budget allocated to them by the Clubs and Societies Grant Allocation Group shall have the right to appeal to the Executive Committee. Challenges to a grant allocation should be made in writing to the General Secretary and the Club or Society will be invited to attend the Executive Committee Meeting where their challenge is being discussed
17. Clubs and Societies shall abide by the Financial Regulations of the Union. In particular Clubs and Societies shall abide by the following rules:
  - 17.1 Any request for expenditure must be approved in accordance with the Union Financial Regulations
  - 17.2 The Union shall not be responsible for any order made by a Club or Society unless it has been made on an official Students' Union order form, and in accordance with the Financial Regulations
  - 17.3 Clubs and Societies must not use resources, including financial resources, in a way that would be deemed ultra vires. Ultra vires describes any use of Union resources that is deemed to be outside of the implied or specified objectives and powers of that Club or Society
  - 17.4 The Club or Society finance will be administered through the Union in accordance with the Union Financial Regulations
18. All Clubs and Societies assets must be registered with the Union each year through the budget request process. All assets are the property of that Club or Society and therefore the Union
19. The Treasurer of any Club or Society is responsible for ensuring that all its expenditure is legitimate and that it does not exceed allocated budgets
20. The Treasurer of any Club or Society shall ensure that all income received by the Club or Society is paid directly into the Union accounts

### **Elections and Democracy**

21. All Club and Society Committees must be elected by the members (other than associate members) of that Club or Society on at least an annual basis
22. All members (other than associate members) of that Club or Society shall be eligible to stand for election for the Club or Society Committee
23. All members (other than associate members) of that Club or Society shall be eligible to vote in the election for the Club or Society Committee
24. The Club or Society President shall be responsible for presenting the finances of the Club or Society to the membership
25. The Activities and Development Officer shall report to Clubs and Societies on issues including finances, administration, health and safety, events

### **Health and Safety**

26. Clubs and Societies must ensure that they take responsibility for the safety of members participating in their activities
27. The President, unless allocated to someone else in the Constitution of that Club or Society, is responsible for ensuring that all reasonable steps are taken to reduce risk to members
28. All Clubs and Societies must submit an annual risk assessment covering all core activities of that Club or Society

- 28.1 Clubs and Societies organising any activity not covered by the annual risk assessment must complete an additional risk assessment for that activity and submit it to the Union.
- 28.2 Clubs and Societies organising trips must submit a trip form to the Union, in line with the guidance documents for Club and Society Trips.
29. At least one member of each Club or Society Committee must receive health and safety training from the Union on an annual basis
30. Club and Society Committees must familiarise themselves with, abide by, and act in accordance with the health and safety policies of the Union

### **Breach of Rules**

31. All Clubs and Societies are subject to the Union Constitution and Bye-Laws referred to in those documents
32. Club and Society Committees are responsible for ensuring that Clubs and Societies do not act in breach of the Union Constitution, Bye-Laws and any policies referred to in those documents.
33. All Club and Society Committees are responsible for upholding the Union equal opportunities and safe space policy. Breaches of the equal opportunities policy are taken extremely seriously
34. Any Club or Society found to be in breach of the Union Constitution, Bye-Laws or any policies referred to in those documents, may be subject to disciplinary action and procedures
35. Disciplinary action may be taken against the Club or Society as a whole which may include but is not limited to:
  - 35.1 Freezing Club or Society funds
  - 35.2 Fining the Club or Society
  - 35.3 Banning the Club or Society from hosting events in Union venues
  - 35.4 Suspension of the Club or Society from the Student' Union
  - 35.5 Disaffiliating the Club or Society from the Students' Union
36. Disciplinary action may be taken against individuals on a Club or Society Committee and may include but is not limited to:
  - 36.1 Ceasing the individual's position on the Committee
  - 36.2 Revoking the individual's membership of the Club or Society
  - 36.3 Suspending the individual from membership of the Club or Society or from Union events or venues
  - 36.4 Banning the individual from Union events or venues
37. Disciplinary action may be taken against individuals members of a Club or Society and may include but is not limited to:
  - 37.1 Revoking the individual's membership of the Club or Society
  - 37.2 Suspending the individual from membership of the Club or Society or from Union events or venues
  - 37.3 Banning the individual from Union events or venues

**Bye-Law Conditions**

38. The Bye-Law is made in addition to the Union's Articles of Governance.
39. Words and phrases used in this Bye-Law have the same meaning as ascribed to them in the Union's Articles of Governance.
40. This Bye-Laws was last updated and approved in

## **BYE LAW | ASSEMBLIES, FORUMS & ACTION GROUPS**

The work and direction of the Union shall be shaped by the Student Assemblies. These are open meetings that any student can attend, influence the discussion and ensure their Union is acting in the interests of its members

1. There shall exist three Assemblies. They shall be
  - 1.1 University Assembly
  - 1.2 Union Assembly
  - 1.3 Community Assembly
2. These Assemblies shall work closely together
3. Dates for the Assemblies shall be published before the start of the First Academic Term
4. They shall meet at least once a semester, normally meeting twice or more a semester

### **University Assembly**

#### **Purpose**

5. Discuss and decide on ideas proposed by members which, if implemented, would lead to changes in how the University of Manchester operates
6. Direct the Union's work on academic, teaching & learning, and student experience issues
7. Bring together all faculty level representatives
8. Hear reports from Action Groups
9. Hear reports from the Education Officer and General Secretary
10. Hold to account the members of the Executive Committee
11. To promote the views, interests and organise activities of common concern for members of the Assembly
12. To direct the enacting of Union policy and campaign activity
13. To produce detailed proposals for campaigns and activities including budgets where appropriate.

#### **Composition**

14. Open to all students to attend but not vote
15. It shall have formal non-voting members of the Assembly, being
  - 15.1 Education Officer
  - 15.2 General Secretary
  - 15.3 Women's Officer
  - 15.4 Faculty Level Representatives
    - 15.4.1 Two Undergraduate Reps from each Faculty
    - 15.4.2 One Postgraduate-Taught Rep from each Faculty
    - 15.4.3 One Postgraduate-Research Rep from each Faculty
  - 15.5 Postgraduate Students Action Group Chairs
  - 15.6 International Students Action Group Chairs
  - 15.7 At least one representative from each of the Liberation Groups within the Cross Liberation Action Group
16. A Voting Panel of 20 Students
  - 16.1 A new Voting Panel will be selected for each meeting of the assembly
  - 16.2 Each panel shall be selected from the full membership to reflect the diversity of the membership in terms of
    - 16.2.1 Level of study (UG, PGT, PGR)
    - 16.2.2 Domicile (UK, European and Overseas)
    - 16.2.3 Sex (Male, Female)
  - 16.3 Each panel will include at least one member who self defines in each of the following categories
    - 16.3.1 Black & Minority Ethnic Students
    - 16.3.2 Disabled Students

- 16.3.3 Lesbian, Gay, Bi & Trans Students
- 16.3.4 Women Students

## **Voting**

- 17. Voting will be conducted solely by the voting panel, with the options being 'in favour' or 'against' the idea
- 18. Every member of the panel present must vote on every issue
- 19. For the panel to make decisions
  - 19.1 at least 16 members must be present
  - 19.2 Those present must include at least one member who self-defines in each of the following categories
    - 19.2.1 Black & Minority Ethnic Students
    - 19.2.2 Disabled Students
    - 19.2.3 Lesbian, Gay, Bi & Trans Students
    - 19.2.4 Women Students
  - 19.3 In the event that no member of the panel self-defines in the categories in 19.2 a member of the relevant liberation campaign who is present can be selected to fill the place
- 20. If 25% or less of the panel vote in favour of the idea, the idea will be rejected
- 21. If more than 25% but less than 75% of the panel vote in favour, the idea will be put to an all student vote
- 22. If 75% or more of the panel vote in favour the idea will be accepted into union policy and the Executive will be responsible for its implementation

## **Union Assembly**

### **Purpose**

- 23. Discuss and decide on ideas proposed by members which, if implemented, would lead to changes in how the University of Manchester Students' Union operates
- 24. Direct the Union's work providing volunteer opportunities, activities and media for students
- 25. Hear reports from the Student Activities Forum
- 26. Hear reports from Action Groups
- 27. Hear reports from the Executive Committee
- 28. Hold to account the members of the Executive Committee
- 29. To promote the views, interests and organise activities of common concern for members of the Assembly
- 30. To direct the enacting of Union policy and campaign activity
- 31. To produce detailed proposals for campaigns and activities including budgets where appropriate.

### **Composition**

- 32. Open to all students to attend but not vote
- 33. It shall have formal non-voting members of the Assembly, being
  - 33.1 Activities & Development Officer
  - 33.2 Diversity Officer
  - 33.3 General Secretary
  - 33.4 Wellbeing Officer
  - 33.5 Women's Officer
  - 33.6 Six members of the Activities Forum
  - 33.7 Athletic Union President
  - 33.8 International Student Action Group Chairs
- 34. A Voting Panel of 20 Students
  - 34.1 A new Voting Panel will be selected for each meeting of the assembly
  - 34.2 Each panel shall be selected from the full membership to reflect the diversity of the membership in terms of

- 34.2.1 Level of study (UG, PGT, PGR)
- 34.2.2 Domicile (UK, European and Overseas)
- 34.2.3 Gender (Male, Female)
- 34.3 Each panel will include at least one member who self defines in each of the following categories
  - 34.3.1 Black & Minority Ethnic Students
  - 34.3.2 Disabled Students
  - 34.3.3 Lesbian, Gay, Bi & Trans Students
  - 34.3.4 Women Students

### **Voting**

- 35. Voting will be conducted solely by the voting panel, with the options being 'in favour' or 'against' the idea
- 36. Every member of the panel present must vote on every issue
- 37. For the panel to make decisions
  - 37.1 at least 16 members must be present
  - 37.2 Those present must include at least one member who self-defines in each of the following categories
    - 37.2.1 Black & Minority Ethnic Students
    - 37.2.2 Disabled Students
    - 37.2.3 Lesbian, Gay, Bi & Trans Students
    - 37.2.4 Women Students
  - 37.3 In the event that no member of the panel self-defines in the categories in 19.2 a member of the relevant liberation campaign who is present can be selected to fill the place
- 38. If 25% or less of the panel vote in favour of the idea, the idea will be rejected
- 39. If more than 25% but less than 75% of the panel vote in favour, the idea will be put to an all student vote
- 40. If 75% or more of the panel vote in favour the idea will be accepted into union policy and the Executive will be responsible for its implementation

### **Community Assembly**

#### **Purpose**

- 41. Discuss and decide on ideas proposed by members which, if implemented, would lead to changes to students' experience where they live, in the local community or on national/international matters of concern to students.
- 42. Hear reports from the Cross Liberation Action Group
- 43. Hear reports from Action Groups
- 44. Hear reports from the Executive Committee
- 45. Hold to account the members of the Executive Committee
- 46. To promote the views, interests and organise activities of common concern for members of the Assembly
- 47. To direct the enacting of Union policy and campaign activity
- 48. To produce detailed proposals for campaigns and activities including budgets where appropriate.

#### **Composition**

- 49. Open to all students to attend but not vote
- 50. It shall have formal non-voting members of the Assembly, being
  - 50.1 Campaigns & Citizenship Officer
  - 50.2 Community Officer
  - 50.3 General Secretary
  - 50.4 Women's Officer
  - 50.5 Eight Cross Liberation Action Group Reps
  - 50.6 One representative from each University Halls of Residence
- 51. A Voting Panel of 20 Students

- 51.1 A new Voting Panel will be selected for each meeting of the assembly
- 51.2 Each panel shall be selected from the full membership to reflect the diversity of the membership in terms of
  - 51.2.1 Level of study (UG, PGT, PGR)
  - 51.2.2 Domicile (UK, European and Overseas)
  - 51.2.3 Gender (Male, Female)
- 51.3 Each panel will include at least one member who self defines in each of the following categories
  - 51.3.1 Black & Minority Ethnic Students
  - 51.3.2 Disabled Students
  - 51.3.3 Lesbian, Gay, Bi & Trans Students
  - 51.3.4 Women Students

### **Voting**

- 52. Voting will be conducted solely by the voting panel, with the options being 'in favour' or 'against' the idea
- 53. Every member of the panel present must vote on every issue
- 54. For the panel to make decisions
  - 54.1 at least 16 members must be present
  - 54.2 Those present must include at least one member who self-defines in each of the following categories
    - 54.2.1 Black & Minority Ethnic Students
    - 54.2.2 Disabled Students
    - 54.2.3 Lesbian, Gay, Bi & Trans Students
    - 54.2.4 Women Students
  - 54.3 In the event that no member of the panel self-defines in the categories in 19.2 a member of the relevant liberation campaign who is present can be selected to fill the place
- 55. If 25% or less of the panel vote in favour of the idea, the idea will be rejected
- 56. If more than 25% but less than 75% of the panel vote in favour, the idea will be put to an all student vote
- 57. If 75% or more of the panel vote in favour the idea will be accept into union policy and the Executive will be responsible for its implementation

### **FORUMS**

Forums exist to maximise the number of students able to actively influence and direct the Union's activities and policies. They feed into the work Assemblies and are one of the most effective ways of students being able to scrutinise the Executive Committee.

### **Frequency of Meetings**

- 58. All forums should aim to meet at least twice per semester
- 59. They will be convened by the relevant Executive Committee Officer

### **Faculty Forums**

#### **Purpose**

- 60. Bring all the students together within that Faculty
- 61. Direct the Union's work within that Faculty
- 62. Organise students within that Faculty around collective issues
- 63. Report to the University Assembly

### **64. Composition**

Engineering & Physical  
Sciences Faculty  
Student Forum

Humanities Faculty  
Student Forum  
• Education Officer

Faculty of Life  
Sciences  
Student Forum

Medical & Human  
Sciences Faculty  
Student Forum

- |                                    |   |                                 |                                    |
|------------------------------------|---|---------------------------------|------------------------------------|
| • Education Officer                | • 2 x UG Humanities Reps                  | • Education Officer             | • Education Officer                |
| • 2 x UG EPS Reps                  | • 1 x PG-T Humanities Rep                 | • 2 x UG LS Reps                | • 2 x UG MHS Reps                  |
| • 1 x PG-T EPS Rep                 | • 1 x PG-R Humanities Rep                 | • 1 x PG-T LS Rep               | • 1 x PG-T MHS Rep                 |
| • 1 x PG-R EPS Rep                 | • All Programme Reps<br>within Humanities | • 1 x PG-R LS Rep               | • 1 x PG-R MHS Rep                 |
| • All Programme Reps<br>within EPS | • Relevant Subject<br>Societies           | • All Programme Reps            | • All Programme Reps<br>within MHS |
| • Relevant Subject Societies       |   | • Relevant Subject<br>Societies | • Relevant Subject<br>Societies    |

65. The Undergraduate & Postgraduate Reps will be elected in accordance with the Bye-Law on Elections

66. The Chair shall rotate between the Faculty-wide representatives of the forum

67. The Education Officer will be responsible for the organisation, communication and activities of each Faculty Forum

### **Student Activities Forum**

#### **Purpose**

- 68. Bring all the students together who care about student activities
- 69. Direct the Union's work within student activities
- 70. Report to the Union Assembly

#### **Composition**

- 71. Activities & Development Officer
- 72. Representatives from each Society category
- 73. One representative from
  - 73.1 The Mancunion (Newspaper)
  - 73.2 Fuse FM (Radio)
  - 73.3 Fuse TV (Television)
  - 73.4 Student Community Action
  - 73.5 RAG

### **ACTION GROUPS**

Action Groups exist to bring students with a particular passion or representative issue together to directly shape and develop the Union's activities, ensuring better representation for that particular group, and to hold the Executive Committee to account on the work they have done for those students

#### **Frequency of Meetings**

- 74. These groups should meet as often as is necessary to develop and progress the Union Action Plans

### **International Students Action Group**

#### **Purpose**

- 75. Discuss & develop the Union's work on ensuring better representation of international students
- 76. Provide space for any international student to directly influence the work of the Union

#### **Composition**

- 77. International Students Action Group Chairs
- 78. Activities & Development Officer
- 79. Community Officer
- 80. Diversity Officer
- 81. Education Officer
- 82. General Secretary



83. Any student should be able to participate in the discussions

### **Cross Liberation Action Group**

#### **Purpose**

- 84. Discuss & develop the Union's work on ensuring better liberation representation
- 85. Provide space for any liberation student to directly influence the work of the Union

#### **Composition**

- 86. Two representatives from the four liberation groups
  - 86.1 Black & Minority Ethnic Students
  - 86.2 Disabled Students
  - 86.3 Lesbian, Gay, Bi & Trans Students
  - 86.4 Women Students
- 87. The Executive Committee
- 88. Any student should be able to participate in the discussions

### **Postgraduate Students Action Group**

#### **Purpose**

- 89. Discuss & develop the Union's work on ensuring better representation of postgraduate students
- 90. Provide space for any postgraduate student to directly influence the work of the Union

#### **Composition**

- 91. Action Group Chair (Postgraduate-Taught Students)
- 92. Action Group Chair (Postgraduate-Research Students)
- 93. Faculty level PGT and PGR reps
- 94. Diversity Officer
- 95. Education Officers
- 96. Any student should be able to participate in the discussions

### **Other Action Groups**

From time to time the Union will need to look at specific issues within the Union, from increasing democracy to improving sustainability on campus. It is important that they are allowed to be flexible in composition and how they develop

- 97. The Executive Committee may, from time to time as they resolve, initiate new Action Groups to shape the Union's work in particular areas
- 98. Any student should be able to participate in the work of these action groups

## **BYE-LAW | EXECUTIVE COMMITTEE**

1. The Bye-laws are subject to the Articles.
2. Words and phrases used in these Bye-laws have the same meaning as given to them in the Articles.
3. These Bye-laws was last updated and approved on 8 February 2012

### **Definition**

4. The Executive Committee shall be the Officer Trustees as defined in the Articles of Governance

### **Purpose**

5. Representational: to promote and defend the rights of Members
6. Campaigning: to campaign on issues affecting Members
7. To act as Trustees of the organisation

### **Role & Responsibility**

8. To represent the voice of students
9. To execute policy
10. To review policy progress annually
11. To lead the Union in delivering on students' representative and political priorities.
12. To appoint Associate Members

### **Composition**

13. There shall be the following Executive Committee Officers:
  - 13.1 General Secretary (Officer Trustee)
  - 13.2 Activities & Development Officer (Officer Trustee)
  - 13.3 Education Officer (Officer Trustee)
  - 13.4 Wellbeing Officer (Officer Trustee)
  - 13.5 Campaigns & Citizenship Officer (Officer Trustee)
  - 13.6 Diversity Officer (Officer Trustee)
  - 13.7 Community Officer (Officer Trustee)
  - 13.8 Women's Officer (Officer Trustee)

### **Conditions**

14. Officer Trustees shall remain in office in accordance with the Articles of Governance which will also apply to all members of the Executive Committee
15. Executive Committee Officers shall be granted all the privileges of Union membership
16. Executive Officers must be a Member at the time of their election
17. Only a member who self -defines as a woman may be a candidate for the position of Women's Officer

### **Collective Duties of Officer Trustees**

18. These duties are outlined in detail in the Trustee Board Bye-Law

### **Remuneration of Officer Trustees**

19. Officer Trustees shall be paid £

### **Collective Duties of Executive Committee Officers**

20. To represent the views of students at the University of Manchester on academic issues
21. To campaign for change in line with Union priorities
22. To support, where appropriate, student assemblies and committees in the fulfilment of their roles

- 23. To assume responsibility for any other matters that may arise and directed by the group
- 24. To ensure that policy is enacted
- 25. To frequently go out of office and talk, listen and communicate with students personally
- 26. To chair the Executive Committee as agreed at the beginning of the year
- 27. To liaise with external organizations appropriate to individual roles

### **Individual Duties of Officer Trustees**

#### **28. Duties of the General Secretary shall be as follows:**

##### **Get more students involved in the Union**

- 28.1 Direct the Union's representative work
- 28.2 Support the activities of the Executive Committee
- 28.3 Chair of the Trustee Board
- 28.4 Primary liaison between the University and the Union
- 28.5 Ex-officio delegate to NUS National Conference (and default delegate to other committees / conferences in the absence of an officer with the relevant portfolio)
- 28.6 Lead responsibility for long term strategic issues affecting the organisation
- 28.7 To ensure the dissemination of information regarding all aspects of Union activities to members

#### **29. Duties of the Activities & Development Officer shall be as follows:**

##### **Get more students having fun, involved in societies and developing their skills.**

- 29.1 Oversee and direct strategies for the development of Union societies
- 29.2 Direct the Union's student activities work (including volunteering, media and student led events)
- 29.3 Instigator of new and developing extra curricular activities to broaden the range of activities
- 29.4 Lead projects that enhance the personal development and employability of members
- 29.5 Chair of the Activities Forum

#### **30. Duties of the Education Officer shall be as follows:**

##### **Get more students involved in genuine academic representation and represent the views of students on academic issues**

- 30.1 Direct the Union's work on educational and academic issues
- 30.2 Direct the Union's work on academic representation to improve the experience of students
- 30.3 Increase the number of students involved in genuine academic representation
- 30.4 Represent the views of students on academic issues
- 30.5 Support the work of the Faculty Representatives

#### **31. Duties of the Wellbeing Officer shall be as follows:**

##### **Representing and promoting students to be happy & healthy at University**

- 31.1 Direct the Union's work on the welfare of members
- 31.2 Direct the Union's work on developing good campus relations (eg between groups of students)
- 31.3 Work with local and regional external bodies on matters affecting student health

#### **32. Duties of the Campaigns & Citizenship Officer shall be as follows:**

##### **Get more students campaigning and lead on the Union's citizenship work**

- 32.1 Direct the organization and development of campaigning societies.

- 32.2 Facilitate students and societies to campaign on the issues they decide to campaign on
- 32.3 Direct the Union's work on citizenship and wider societal issues
- 32.4 Coordinate the priority campaign(s) as decided by the Executive
- 32.5 Overseeing the campaigning work of the Union

**33. Duties of the Diversity Officer shall be as follows:**

**Get the Union and University to have a diverse and welcoming student body**

- 33.1 Direct the Union's strategy and activities in making the Union and University more representative of International, Mature and Postgraduate students.
- 33.2 To liaise and support Union conveners of liberation campaigns.
- 33.3 To monitor and update Union policy on equality and diversity matters.
- 33.4 To promote and campaign for equal opportunities within the university, Union and wider community.
- 33.5 Campaign to increase the diversity of the student body.

**34. Duties of the Community Officer shall be as follows:**

**Develop a stronger sense of identity and social responsibility across and between the student and wider community.**

- 34.1 Direct the Union's work on matters concerning student accommodation, crime, safety and as student residents
- 34.2 Work within Halls to ensure their input and influence on Union activities and strengthen the experience of students in halls
- 34.3 Represent students within the local community to Councils, Residents Groups and other community organisations.

**34. Duties of the Women's Officer shall be as follows:**

**Ensure women's representation on the Executive Committee and facilitate campaigns on women's issues**

- 34.1 Direct the Union's work on women's inclusion, representation and welfare
- 34.2 Act as the convener for the women's campaign
- 34.3 Work with the University and other organisations to promote women's liberation

**33 Removal from Office**

All Executive Officers are Officer Trustees and their removal will be in accordance with Articles 82-84

**34 Proceedings, Quorum and Frequency of Executive Committee Meetings**

- 35 The Executive Committee shall meet not less than eight times a year.
- 36 Quorum shall be 50% plus one members.

## **BYE LAW | MANCUNION MEDIA GUIDELINES & CHARTER**

### **Why does this exist?**

Outline roles & responsibilities of UMSU student media, which covers newspaper, radio, TV and other future Union funded media activity

### **Content to go into the Bye Laws**

#### **The Media Group**

1. The Union recognises an editorially independent, student-led and accountable media group.
2. The Media Group exists to further the Media Group principles, which must be consistent with the Union's own principles as outlined in the Union's governing Articles.
3. The Media Group shall comprise of the Media Group .
4. The Media Group as the 'Media Group' shall be
  - 4.1 The Mancunion (newspaper)
  - 4.2 Fuse TV (television network)
  - 4.3 Fuse FM (radio)
5. The 'Head' shall refer to the following:
  - 5.1 Executive Editor, The Mancunion
  - 5.2 Station Manager, Fuse TV
  - 5.3 Station Manager, Fuse FM
6. The Media Group shall be represented by the Media Group Committee, which shall comprise:
  - 6.1 The Activities & Development Officer, who shall chair the committee
  - 6.2 The head of each Media Group
  - 6.3 One other member from each other Media Group
7. The meetings of the Media Group Committee shall be open to all Union members and shall be advertised. Non-committee members shall be unable to vote, however.
8. The Media Group Committee shall meet at least once each term, or at the discretion of the chair, with a minimum of one week's notice, or by notice from two members to all other members at a minimum of one week's notice.
9. The business of the Media Group Committee shall be:
  - 9.1 Creating and reviewing strategic plans relating to the development of the Media Group
  - 9.2 Discussing issues of shared concern including finance, membership, inclusivity, standards, and value for money
  - 9.3 Reviewing how the content of each publication meets the principles of the Media Group for which the Head of each publication is accountable
10. The Media Group shall be governed by their own constitutions insofar as those constitutions do not conflict with these bye-laws.
11. Media Group constitutions must be ratified by each their own members. Amendments to those constitutions shall require approval by the Media Group committee and must at least two-thirds of Media Group members present at a Media Group meeting.

#### **Media Group Finance**

12. The distribution of the Media Group Budget shall be drawn up and agreed by the Media Group committee, based on budget request forms submitted by each Media Group .
13. The Media Group shall spend their allocations according to the budget request forms. Deviations from these budgets must be approved by the Media Group Committee.
14. The Media Group shall receive:
  - 14.1 Resource in the form of agreed staff support and financial support

15. In addition, the Media Group shall receive funding from the Union in order to further its development and security.

## **MANCUNION MEDIA CHARTER**

### **PURPOSE**

16. Mancunion Media exists for the benefit of, and to provide a service to, Union members. It does so from a position of editorial independence from the Union's elected officers, but with such independence come both rights and responsibilities that members of media group have a duty to adhere to and enforce:

### **RESPONSIBILITIES**

17. To ensure all facts throughout publications and programmes are accurate, and to report and comment, fairly, accurately but critically on matters affecting students and of interest to them, at all times doing so in compliance with the standards outlined in the PCC 'Editors Code'.
18. Stimulate interest in, and knowledge of, a full range of subjects and issues affecting Union members that is accessible and can encourage either formal or informal learning
19. Give information about, and increases the understanding of, what is happening at the University of Manchester and the Union through balanced, factual and fair news, other information and analysis of current events and ideas
20. Promote understanding of the University of Manchester and the Union's political systems
- 21. Stimulate creativity and inclusion**
  - 21.1 Enrich the cultural life of the University of Manchester through creative excellence in distinctive and original content
  - 21.2 Foster creativity and nurture talent
  - 21.3 Promote interest, engagement and participation in cultural activity
- 22. Reporting the views of Union members**
  - 22.1 Reflect and strengthen the cultural identities found at the University of Manchester through original content
  - 22.2 Promote awareness of the different cultures and alternative viewpoints of Union members through content that reflects the lives of different people and communities
- 23. Reporting on the Union in its activities and campaigns**
  - 23.1 Accurately reflect through reporting the activities, events and campaigns of the Union
  - 23.2 Ensure that reporting on activities, events and campaigns of the Union is balanced, factual and fair
- 24. To ensure compliance with UK law, the Union's Articles at all times, and its bye-laws, insofar as they do not conflict with the principles outlined here.**

### **RIGHTS**

25. Editorial independence is viewed as essential to furthering the Media Group's responsibilities.
26. Independence shall mean the ability of the Media Group to print and broadcast content, as their Head's see fit, subject to the above responsibilities and the law of the land.

### **GENERAL RESTRICTIONS**

27. Media Group publications and broadcasts must make clear that the views expressed in all content are those of the contributors and not necessarily the views of the Head or the Union
28. The Trustees of the Union, especially the Officer Trustees, are the Media Group's publishers and reserve the right to remove or stop publication or broadcast of any content that may be illegal, or in contempt of this Bye-Law or the Union's governing Articles.
29. Each Media head should pay due attention to issues submitted by the Union for consideration for reporting.
30. Publications must not express and preference (either positive or negative) for any candidate for election within the Union
31. All coverage of Elections and Referenda must be balanced, accurate and fair
32. All coverage of Student Assemblies and proposed motions for Student Assemblies should be accurate, fair and representative
33. All coverage of Union events accurate, fair and representative
34. Publications must adhere to the Union's staff protocol

#### **DESCRIPTION OF MEDIA GROUP**

##### **35. The Mancunian**

- 35.1 A regular term-time newspaper with an obligation to print a certain number of issues per academic year
- 35.2 It will state on the first page of each issue that it is the newspaper of the Union
- 35.3 The number of pages, print quality and paper type shall be discussed between the Head and the SABB

##### **36. FUSE FM**

- 36.1 A radio station
- 36.2 It will identify itself as the radio station of the Union
- 36.3 A Fuse committee member shall supervise every show

##### **37. Fuse TV**

- 37.1 A television network with an obligation to create television programmes or film or digital movie media
- 37.2 It will identify itself as the television station of the Union

#### **COMPLAINTS & DISCIPLINE**

38. In the first instance, complaints should be made in writing to the Head of the Media Group who shall contact the complainant to discuss options including but not limited to the following:
  - 38.1 Retraction
  - 38.2 Apology
  - 38.3 Opportunity to offer an alternative view
  - 38.4 The Head to submit a complaint about a member of that Media Group through the procedure stated in the Disciplinary and Appeals Bye-Law
  - 38.5 Rejection of the complaint
39. If the complainant is not satisfied after complaining to the Head, they may thereafter follow the procedure stated in the Disciplinary and Appeals Bye-Law

#### **ADVERTISING**

40. The Union shall be responsible for providing advertising for Media Group
41. All monies earned shall be kept by the Union to support the development of the Media Group
42. Additional advertising must have been sought within the Union or is known to the Activities & Development Officer.

#### **COPYRIGHT**

43. All publications are exclusive copyright of the Union

**COMPLIANCE**

44. Each Head shall read and sign a copy of these principles upon their election to the position. These principles must also be circulated to all members of the Media Group .
45. The Heads shall be held accountable to the students through the usually through questions from members and at least a written termly report which should be available for reference online, which should refer explicitly to the Purposes of the Media Group



## **BYE LAW | POLICY OF THE UNION**

Students should have a Union that has an opinion. Our structures and culture should lead to action – making sure our members are part of a Union that is relevant, proactive and makes a difference to the lives of students.

1. The Bye-Law is subject to the Articles of the Union
2. Words and phrases used in this Bye-Law have the same meaning as given to them in the Articles of the Union
3. This Bye-Law was last updated and approved on 8 February 2012

## **POLICY**

### **Purpose**

4. Set direction of the Union
5. Give the Union a stance on a particular issue
6. Commit the Union to take action on a particular issue
7. Help prioritise the activities of the Union

### **Idea & Policy Submission**

8. Any full member is able to submit an idea or a policy proposal
9. For each idea one of the following actions will be taken:
  - 9.1 The idea will be adopted as an uncontroversial operational change and implemented immediately
  - 9.2 The idea will be put to the relevant action group or forum to decide on appropriate action
  - 9.3 The idea will be proposed for consideration at the relevant Assembly
    - 9.3.1 An idea can come to an Assembly no more than once per academic year
  - 9.4 The Executive Committee may decide against taking the idea forward and the member will be contacted with an explanation of why the idea is not being taken forward
  - 9.5 The Executive Committee may rule that the idea is inadmissible as the discussion of the idea would breach current safe space or equal opportunities policy of the Union
10. Where there is a lack of clarity over which of the actions to take or which body is relevant this decision will rest with the Executive Committee
11. Where a member is unhappy with the action taken, they have the right to take the idea to an Assembly unless it has been ruled inadmissible by the Executive Committee. If the idea has been ruled inadmissible the member is free to lodge a complaint under the complaints procedure.
12. If an idea is approved by an Assembly (under the current Bye-Laws) it shall become Union policy and the Executive will be responsible and accountable for its implementation
13. An idea may be put to an All Student Vote in line with the relevant Bye-Laws. If an idea is passed it shall become Union policy and the Executive will be responsible and accountable for its implementation
14. If an idea requires only specific practical actions it shall remain policy until the soonest of:
  - 14.1 all of the actions are completed
  - 14.2 the policy is specifically revoked by another decision of an Assembly or All Student Vote, except that a policy passed by a referendum cannot be revoked by an Assembly

- 14.3 three years from the date on which it was approved, at which time it will automatically lapse
- 15. If an idea commits to a viewpoint or principle it shall remain policy until the soonest of:
  - 15.1 the policy is specifically revoked by another decision of an Assembly or All Student Vote, except that a policy passed by a referendum cannot be revoked by an Assembly
  - 15.2 three years from the date on which it was approved, at which time it will automatically lapse

## **BYE LAW | DISCIPLINE AND APPEALS**

This by law exists to ensure that the Union has a fair, transparent and reasonable process of dealing with complaints about the Union, or its members (where appropriate).

1. The Bye-Law is subject to the Articles of the Union.
2. Words and phrases used in this Bye-Law have the same meaning as defined in the Articles of the Union.
3. This Bye-Law was last updated and approved on 8 February 2012

### **DISCIPLINARY HEARINGS**

4. The area of Union activity that the breach of discipline has been made, will determine the students, Executive Committee or staff who will be responsible for hearing the disciplinary and taking action.
5. Typically, the composition of the Disciplinary Hearing will be two members of the Executive and up to two others which may include Union Staff.

### **DISCIPLINARY APPEALS BODY**

#### **Purpose**

6. To act as an appeals body for individual members who feel that they have been unfairly treated by Union bodies including disciplinary decisions taken with regard to University of Manchester Students' Union premises, clubs and societies or any other official activity.

#### **Composition**

7. The General Secretary shall be the chair
8. At least four members of the Union, sampled from our membership list
9. There should be gender balance on the appeal body
10. Where the General Secretary has an interest in the case (usually as either the defendant, a witness or the complainant) the General Secretary will delegate their responsibilities to another Officer Trustee who does not have an interest in the case.

#### **Hearing**

11. The General Secretary must call a meeting within seven days of any decision being brought before Disciplinary Appeals Body.

#### **Duties**

12. To have jurisdiction over members of the Union and over persons using Union facilities and resources.
13. To have final jurisdiction over the decisions of all UMSU activities affecting individual members.

#### **Powers**

14. To uphold or repeal disciplinary decisions of Union Committees, Clubs and Societies
15. To require the attendance at Disciplinary Appeals Body of any Union member.

16. Non-compliance is an offence and will lead to further disciplinary action.

### **Regulations**

17. All members must declare any interests that they have regarding the case.

18. No member may sit on the committee if the issue under consideration concerns activities or persons that they may be involved with.

19. Quorum is a full compliment of members as outlined above

### **Procedures**

20. Any member of the Union may appeal against a decision of Union committees or Clubs, Societies and Media Group

21. The complainant must be informed of:

1. The relevant sections of the Articles or Bye-Laws
2. The factual details of the decision
3. The time, date and place of the hearing
4. The necessity to produce all witnesses at the time of the hearing

22. Both the complainant and the Union Representative must be present for the meeting to proceed. (This may not be at the same time)

23. In the absence of either party the meeting shall adjourn and the Chair shall investigate the reasons for absence.

24. Following an investigation by the Chair the meeting shall be reconvened and may proceed at the discretion of the Disciplinary Appeals Body and any of the parties may have the right to appoint another member as their representative

25. The complainant, or their representative, will present the case.

26. All parties have the right to question each other through the Appeals Body.

27. Disciplinary Appeals Body shall reach its decision by simple majority.

28. The Chair shall notify the parties immediately of the Body's decision.

### **Sanctions**

29. The Disciplinary Body shall have the power, but is not limited to, any or all of the following penalties.

1. A reprimand (eg. written warning)
2. Suspension from Membership upon terms the Committee thinks fit
3. Expulsion from Membership

### **Appeal or Removal as a Trustee – Appeals Body**

30. In accordance with the articles, a Trustee removed in accordance with Articles shall be entitled to appeal the decision to remove him or her to an Appeal Body. The Trustee appealing shall be called "the Appellant".

31. The Appellant has the right to appeal against a decision of the Trustees provided s/he lodges his or her appeal in writing with the Union Director not more than 14 days after the receipt of the written notice of the decision of the Trustees.

32. The appeal should contain a statement of the grounds upon which the appeal is brought and of the facts and matters relied upon.

33. If an appeal is lodged within time the decision to dismiss the Appellant shall not take effect until the final determination of the matter.

### **Notification of hearing and exchange of information**

34. The Appellant shall be given at least 21 days' written notice of the date, time and place of appeal hearing.
35. At least 14 days prior to the date of the hearing, the Appellant shall:
36. Confirm whether or not s/he intends to attend the hearing and, if so, the name of any person who will be accompanying or representing him or her;
37. If s/he intends to seek the agreement of the Appeals Body to submit any such fresh evidence that s/he wishes to rely upon.
38. At least 7 days prior to the date of the hearing, the Union shall provide the Appellant with any further evidence which it wishes to rely upon.
39. Neither party shall without the consent of the other or the permission of the Appeals Body rely on any statement of document other than those provided or identified under RULES of this Bye-Law.

### **Composition of the Appeals Body**

40. The Appeals Body shall be made up as constituted under Article xx
41. The identity of those who sit on the Appeals Body, as per the agreed categories, shall be decided by the NUS appointee and University. In addition, the University nominee and the independent person should not have had any substantive involvement in the matter under appeal. Their relationship with the Appellant should not give rise to any conflict of interest.

### **The parties in proceedings before the Appeals Body**

42. The Appellant shall be entitled to be accompanied or represented by one other person of his or her own choice except where, in the opinion of the Chair of the Appeals Body, such person has a conflict of interest.
43. The Chair of the Trustees shall act on behalf of the Union as the Respondent to the appeal and for this purpose may instruct a representative.

### **Procedure before the Appeals Body**

44. The function of the Appeals Body is to review the reasonableness of the decision to dismiss the Appellant. On the appeal, the Appeals Body will consider the documents, statements and other evidence produced to the original Trustee meeting.
45. The hearing of an appeal shall be conducted in accordance with rule xx of this Bye-Law except where to do so would be inconvenient or unjust, when the Chair of the Appeals Body may modify the procedure to the extent that s/he deems necessary provided that the result is fair to the Appellant.

### **Course of action which the Appeals Body may take**

46. The course of action which the Appeals Body may take are:
1. To uphold the appeal; or
  2. To reject the appeal
47. Within seven days, the Union Director will notify the Appellant, in writing of the decision of the Appeals Body.

### **The absence of the Appellant**

48. If at the Appeal hearing, the Appellant is not present or represented, the Appeals Body may proceed to consider the matter in the Appellant's absence if it is satisfied that notice was properly served upon him or her in accordance with rule

### **Order of proceedings**

49. The order of proceedings for the Appeals Body meeting, unless the Chair otherwise directs, will be as follows:

1. Submission by or on behalf of the Appellant
2. Submissions by or on behalf of the Respondent
3. Consideration of the evidence by the Appeals Body
4. Closing submissions by or on behalf of the Appellant
5. Closing submissions by or on behalf of the Respondent

## **BYE-LAW | TRUSTEE BOARD**

- 1 The Bye-Laws are subject to the Articles
- 2 Words and phrases used in these Bye-Laws have the same meaning as given to them in the Articles
- 3 These Bye-Laws were last updated and approved on 8 February 2012
- 4 The Trustee Board will be as set out in the Articles of Governance
- 5 Role of the Trustee Board is as set out in the Articles of Governance

### **Collective Duties of Officer Trustees**

- 6 The duties of the Trustees will be
  - 6.1 To be Trustees of the organisation
  - 6.2 To promote and defend the rights of members
  - 6.3 To work in accordance with and in furtherance of Union policy
  - 6.4 To be responsible both to and for the Executive Committee as a whole
  - 6.5 To ensure the membership, through the AGM is kept up to date on the actions of the Trustee Board
- 7 Duties of Officer Trustees may be reallocated by the Board of Trustees

### **Composition**

- 8 In accordance with Articles, there shall be at least six but not more than fourteen Trustees.
- 9 The Trustees shall be made up of the following persons:
  - 9.1 not more than eight Officer Trustees;
  - 9.2 not more than three Student Trustees; and
  - 9.3 not more than three External Trustees.

### **Officer Trustees**

- 10 Officer Trustees shall be elected by secret ballot by the Members at an election to be held in accordance with the Bye-Laws.
- 11 The Officer Trustees shall be elected to posts set out in the Executive Bye-Laws.
- 12 Each Officer Trustee must be a Member of the Union at the time of his or her election.
- 13 Officer Trustees shall remain in office for a term of twelve months commencing in accordance with the Bye-Laws. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end.
- 14 At the same as commencing the term of office as a trustee the Officer Trustee will enter into a contract of employment with the Union for a term to be determined by the Articles of Governance
- 15 Officer Trustees may serve for a maximum of two terms.
- 16 The Officer Trustees shall be deemed to be "Major Union Office Holders" for the purposes of section 22 of the Education Act 1994.
- 17 The duties and remuneration of each Officer Trustee shall be as set out in the Executive Bye-Laws

### **Student Trustees**

- 18 Student Trustees shall be appointed by the appointments panel as set out in the Bye-Laws.
- 19 Each Student Trustee must be a Member of the Union at the time of his or her election.

- 20 Student Trustees shall stay in office for a term of twenty-four months. The term of office may be shorter if they have less than one year left of being a student.
- 21 Student Trustees may serve for a maximum of one term.

#### **External Trustees**

- 22 External Trustees shall be co-opted by a simple majority vote of the Trustee Board from such persons as have been recommended by the Appointments Panel.
- 23 External Trustees shall stay in office for a term of up to three years from the date of appointment.
- 24 At the end of their first term of office, External Trustees shall be eligible for reappointment by a simple majority vote of the trustees for a further term of up to 3 years.
- 25 External Trustees may serve a maximum of two terms

#### **Quorum and Frequency of Trustee Board Meetings**

- 26 The Trustee Board shall meet no less than five (5) times in a calendar year
- 27 Quorum shall be 50% plus one members
- 28 In the event of a Student or External Trustee member of the Trustee Board failing to attend three consecutive meetings without presenting proper apologies, he/she shall be deemed to have resigned. An appeal against such a decision may be heard as set out in the Articles

#### **Removal From Office**

- 29 Removal from office will be as detailed in the Articles.



## **BYE-LAW | SUB COMMITTEES OF THE BOARD**

- 1 The Bye-Laws are subject to the Articles
- 2 Words and phrases used in these Bye-Laws have the same meaning as given to them in the Articles
- 3 The Secretary of every subcommittee shall be a member of staff from the Union.
- 4 These Bye-Laws were last updated and approved in 8 February 2012

### **APPOINTMENTS COMMITTEE**

Composition, quorum and reporting

- 5 The Appointments Committee will consist of not less than 5 Trustees appointed by the Trustee Board. The Chair of Trustees is ex officio a member of the appointments committee. The Union Director shall be in attendance.
- 6 The Trustee Board will appoint the Chair of the Appointments Committee
- 7 A quorum will be at least 3 board members one of whom must be the Chair of the Appointments Committee or the Chair of Trustees
- 8 The appointments panel which interviews prospective Trustee candidates shall consist of at least 3 Trustees and if appropriate, a non voting University Nominee. The Union Director shall be in attendance in an advisory capacity
- 9 The Appointments Committee having considered the views of the appointments panel will meet and report back, at least annually, to the Trustee Board.

### **Overall Responsibility**

- 10 The Appointments Committee will take delegated responsibility on behalf of the Trustee Board for identifying, and proposing External Trustees in accordance with the Articles of Governance and for their induction, support and development.

### **Main duties**

- 11 To carry out regular skills, experience and diversity audits of the Trustee Board and identify the skills, experience, characteristics and backgrounds that are needed to provide high quality effective governance
- 12 To prepare job descriptions, person specifications and an information pack for prospective Student Trustees and External Trustees and to be open about the time commitments involved and what is expected of each Trustee. It is essential that prospective Trustee Board members share the Union's mission and values; are team players; and can be constructively challenging and independently minded
- 13 To prepare a recruitment plan and timetable, and to consider whether vacancies should be advertised internally, through newsletters, the internet etc, advertised externally, through the web, local or national press or in specialist journals if specialist skills are needed
- 14 To identify a list of prospective External Trustees and develop their interest in the work of the organisation
- 15 To meet the prospective Trustee Board members, to scrutinize their suitability and to make recommendations to the Board
- 16 To inform successful and unsuccessful candidates
- 17 To induct, mentor and involve new Trustee Board Members
- 18 To appoint the Union Director

## **AUDIT AND RISK COMMITTEE**

### **Purpose**

- 19 To ensure that the Union complies with all relevant laws and regulations and that an internal system of accountability is formally set up
- 20 To review and consider appropriate methods of controlling the Union's activities (financial and otherwise)
- 21 To analyze and manage the Union's overall risk profile

### **Membership**

- 22 The Committee shall consist of 5 trustees appointed by the Trustee Board, of which a maximum of 2 will be external trustees. It will have non voting membership of the external auditor and 2 external members who will be individuals of appropriate skills and expertise (of which a minimum of 1 are independent and not otherwise associated with the Union). The Union Director shall be in attendance
- 23 Each member cannot serve for more than 3 years , with the exception of the external auditor (see clause 25)
- 24 Trustee members may be members of Audit and Risk Committee as long as they are members of the Board of Trustees
- 25 The External Auditor shall be a member of Audit and Risk for the duration of their company's contract with the Union

### **Proceedings**

- 26 The Trustee Board will appoint the Chair of the Audit and Risk Committee
- 27 The quorum of the Committee shall be 3 and shall meet at least 3 times per year
- 28 Any trustee may attend a meeting of the Audit and Risk Committee, even where they are not a formally appointed member of the Committee
- 29 The Audit and Risk Committee may require the attendance of any Officer Trustees or employee of the Union to report on any matter raised by the Audit Committee, and may appoint or instruct any external professional advisor, legal or otherwise, to properly perform its functions
- 30 The Audit Committee may review, investigate or analyze on behalf of the Trustee Board any matter or issue which may threaten or adversely impact the Union's objects and governing documents, operations, assets, compliance with applicable law and regulations, records, data and overall reputation

### **Remit**

- 31 To review the risk profile of the Union and any existing audit framework (both internal and external)
- 32 To structure and recommend appropriate levels of internal and external audit systems
- 33 To monitor the performance of existing audit systems and to present regular reports to the Trustee Board in respect of the results of any auditing exercise
- 34 To advise on and ensure that audit checks are carried out in all key areas of the Union's operations: in particular, legal, financial and tax management, investment policies and performance, health and safety insurance
- 35 To promote a culture of accountability throughout the Union's operations and among its staff and members
- 36 To review and advise the Trustee Board in respect of any matter which threatens or carries a risk for the Union

- 37 To institute and monitor any special or ad-hoc audit or investigation, providing a report of its findings to the Trustee Board
- 38 To offer an ultimate port of call for the more urgent or sensitive concerns raised in respect of the Union's integrity, financial and otherwise
- 39 To liaise with external auditors and promote a more efficient and coordinated audit process involving internal and external auditors<sup>40</sup> To appoint other professional advisers where necessary and request specialist advice as may be required to perform its role effectively
- 40 To make other decisions of a financial nature but only as delegated by the Trustee Board

### **External Audits**

- 41 To monitor frequency and scope of external audits
- 42 To advise the Trustee Board on the appointment and to monitor the performance of external auditors
- 43 To review existing arrangements of external auditors (and their terms of business/engagement) and to advise on tenders if appropriate
- 44 To liaise with external auditors and review the preparation of the audit report
- 45 To co-ordinate the relationship between the Trustee Board and external auditors
- 46 To review the documentation provided by the Trustee Board to external auditors, for the preparation of the charity's statutory accounts and other financial statements

## **PEOPLE & CULTURE COMMITTEE**

### **Purpose**

- 47 To agree amendments to employee policies
- 48 To approve the Union wide pay award
- 49 To agree the pay award for the Union Director

### **Membership**

- 50 The committee shall consist of 3 trustees appointed by the Trustee Board and may include 1 non voting external member who will be an individual of appropriate skills and expertise. The Union Director shall be in attendance
- 51 Trustee members may be members of People & Culture Committee as long as they are members of the Board of Trustees
- 52 External members may not serve for more than 3 years

### **Proceedings**

- 53 The Trustee Board will appoint the Chair of the People and Culture Committee
- 54 The quorum of the Committee shall be 3 and it shall meet at least 3 times per year. The Union Director shall not take part in any decision concerning their remuneration
- 55 Any trustee may attend a meeting of the People & Culture Committee even where they are not a formally appointed member of the Committee
- 56 The Committee will meet approximately two weeks before and report to the Trustee Board after each meeting or at any time it may be necessary or desirable
- 57 The Committee may require the attendance of any Officer Trustees or employees of the Union to report on any matter raised by the Committee, and may appoint or instruct any external professional advisor, legal or otherwise to properly perform its functions

## BYE-LAW | COMPLAINTS

1. The University of Manchester Students' Union has a complaints procedure which deals with complaints from students and complaints from members of the public. Where the complaint comes from a member, this document should be read in conjunction with the Code of Practice on the Students' Union.
2. The Students' Union encourages complaints to be raised as soon as possible and within 6 weeks. Where possible, we will try to resolve complaints informally in a timely manner.
3. Complaints raised outside of a reasonable time period from the action (or inaction) prompting the complaint will only be considered where there is good reason for the delay.
4. All complaints shall be investigated thoroughly and objectively to meet a satisfactory and constructive conclusion. Investigations shall be conducted in confidence; however anonymous complaints will not be accepted under this Procedure as this may hinder data collection.
5. Where you are not satisfied with an informal resolution or something is too serious to raise informally, you are able to make a formal complaint. This guidance explains how to do that.

### 6. **Making a complaint as a member**

(you must be a registered student at the University of Manchester)

6.1 Please provide your full contact details.

6.2 Tell us what your complaint is about.

6.2.1 In your own words, explain what has gone wrong and if you have already attempted to resolve the complaint.

6.3 What can we do to rectify this?

6.3.1 Please tell us what we can do to rectify this, including any effects this issue has caused.

6.4 Once you have done this, please email it to [info.su@manchester.ac.uk](mailto:info.su@manchester.ac.uk) with the subject line "member complaint"

6.5 You may also submit the complaint in writing and post to the Union marked "member complaint"

6.6 This will then be sent to the most appropriate person to deal with your complaint.

6.7 You will receive an acknowledgement of your complaint within 3 working days.

6.8 You will receive notification of who will be handling your complaint and the likely timescale within 5 working days.

6.9 You should normally receive the outcome to your complaint within 21 working days from the date of submission. If this is likely to be delayed or can not reasonably be expected to have concluded in that time, you will be given further notification of an expected end point.

6.10 If you are not satisfied with the outcome of your complaint, you have the opportunity to appeal the outcome. An appeal should be lodged within 7 working days.

- 6.11 You should email your grounds for appeal to the aforementioned email address. An Appeals Committee will then be convened to consider the appeal. You will receive an acknowledgement normally within 5 working days. The Committee usually assess whether the correct process has been followed by the person(s) investigating the original complaint, and whether the finding was reasonable. The appeal panel would normally uphold, dismiss or partially uphold your appeal and you will usually be informed of the outcome of the complaint within 21 working days from the date of submission.
- 6.12 If you remain dissatisfied with the outcome, you have the right to request a review of the complaint by the University in accordance with the University's Student Complaints Procedure (Regulation XVIII)

## **7. Making a complaint as a non-member**

(you are member of the general public using our services)

7.1 Tell us what your complaint is about.

7.1.1 In your own words, explain what has gone wrong.

7.2 What can we do to rectify this?

7.2.1 Please tell us what we can do to rectify this, including any effects this issue has caused.

7.3 Once you have done this, please email it to [info.su@manchester.ac.uk](mailto:info.su@manchester.ac.uk) with the subject line "**General Public Complaint**"

7.4 You may also submit the complaint in writing and post to the Union marked "General Public Complaint"

7.5 This will then be sent to the most appropriate person to deal with your complaint.

7.6 You will receive an acknowledgement of your complaint within 3 working days.

7.7 You will receive notification of who will be handling your complaint and the likely timescale within 5 working days.

7.8 You should normally receive the outcome to your complaint within 21 working days. If this is likely to be delayed or can not reasonably be expected to have concluded in that time, you will be given further notification of an expected end point.

7.9 There is not normally the opportunity to appeal but if you are dissatisfied with the outcome of your complaint, please do write to us requesting an appeal and the grounds for appeal to [info.su@manchester.ac.uk](mailto:info.su@manchester.ac.uk)

## **BYE-LAW | AFFILIATIONS**

1. The Bye-Law is made pursuant to the Articles of the Union
2. Words and phrases used in this Bye-Law have the same meaning as ascribed to them in the Articles of the Union

### **Standing affiliations**

3. The Union may affiliate to certain organisations on a standing basis due to their alignment to the ongoing purpose of the Union
4. Standing affiliations can only be set-up through a proposal made to an Assembly by the Executive Committee and/or Trustees
5. The Union will affiliate to the NUS as a standing affiliation

### **Other affiliations**

6. The Union may affiliate to organisations on an annual basis
7. The Executive Committee and/or Trustee Board may agree all other affiliations subject to review and approval at the Union Assembly
8. Any student may propose a new affiliation as an idea to the Union Assembly
9. The Union will affiliate to AdviceUK

### **Ending affiliations**

10. Any student may bring a proposal to end a standing affiliation of the Union by bringing a idea to an assembly.
  - 10.1 If less than 50% of the panel vote in favour of the idea, the idea will be rejected
  - 10.2 If 50% or more of the panel vote in favour, the affiliation will be put to an all student vote
  - 10.3 Any affiliation all student vote will be framed so that to vote Yes is to vote in favour of affiliation
  - 10.4 The result of a standing affiliation vote will result in the relevant changes being made to this Bye-Law
11. Other affiliations will lapse after one year unless extended by the Executive Committee or Board of Trustees
12. Any student may bring a proposal to end an affiliation (other than a standing affiliation) of the Union by bringing a idea to the Union Assembly which will be decided under the normal process for ideas taken to an Assembly