



The Bye laws of St Mary's Students' Union

An Incorporated Association

(Charity number: 1173502)

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BYE LAW 1 – MEMBERSHIP

1. FULL MEMBERSHIP

1.1 The provisions for Full Membership shall be as specified in the Memorandum and Articles of Association.

2. ASSOCIATE MEMBERSHIP

2.1 Associate Membership may be granted to students at partner institutions, students of the Institute of Lifelong Learning, or occasional students, individuals attending the University on a regular basis for research or study, and other individuals in such numbers and on such conditions as may be determined by the Students' Union Council.

2.2 Associate Membership will be granted by the Students' Union Council.

4. HONORARY MEMBERSHIP

4.1 Honorary life membership of the Union is available for life or for a specified period as determined by the Officer Trustees (Sabbatical Officers) whom award the chosen members (maximum of two per Officer). Life membership should be awarded in recognition of outstanding service to students past and present. A list of Honorary Life Members will be kept on file in the Union Office and on display in the Union. There will be no subscription for Honorary Life members.

5. GENERAL ARRANGEMENTS

5.1 Full membership shall be valid for the duration of registration as a student of the University. Other categories of membership shall be valid for such periods as are determined by the Students' Union Council.

5.2 Full membership students shall be issued a Student ID card upon enrolling at the University which bears a photograph of the member. Members of staff with honorary life member status shall present an identity card, as proof of identification.

5.3 All Members may be required to show their ID card, as proof of membership, and shall surrender it to an Officer or employee of the Union on request.

6. OPT OUT AND REMOVAL

6.1 Each and every registered student who has not opted out by notifying St. Mary's University upon enrolling will automatically become members.

6.2. If a member wishes to opt out from the Union they can do so by notifying St Mary's University and the Students' Union Council in writing.

6.3. The removal of membership is applicable when a resolution is passed by a majority vote of the Students' Union Council resolving that the member be expelled on the grounds that his or her continued membership is harmful to or is likely to be harmful to the interests of the Union or its members.

BYE LAW 2 – REFERENDA

1. ORGANISATION OF REFERENDUM

1.1 The Deputy Returning Officer should be responsible for organising a referendum when instructed:

1.1.1 By a secure petition a signed petition of 10% or 500 of Full Members (whichever is lower).

1.1.2 By a majority vote of the Students' Union Council.

1.1.3. A resolution of the Trustees.

1.1.4 In the case of a referendum called to remove an Officer Trustee or other elected officer, or to remove specific duties from an Officer Trustee or other elected officer, the decision of the Students' Union Council shall require a two thirds majority of those present.

1.2 The Referendum shall not be held sooner than 10 days and not later than 20 days following the decision of the Students' Union Council, or receipt of the petition, resolution of the Trustees or at such other time as may be mutually agreed by the proposers of the referendum and the Returning Officer.

1.3 The referendum shall be arranged in accordance with the following timetable (of days prior to the first day of voting):

10 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.

5 days: Cease accepting alternative or related proposals

4 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 10% of 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, the 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 300 words, except in the case of the Memorandum and Articles of Association or Bye Law amendments.

2.2 In the case of proposed amendments to the Memorandum and Articles of Association or Bye Laws the full wording of the amendments shall be clearly displayed adjacent to the Polling Station.

2.3 The SU 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 Deputy Returning Officer to organise at least one meeting, open to all Full Members, to debate the proposal.

2.5 A minimum of 51% of Full Members shall be required to cast votes in the Referendum for the decision to be binding. Should the number of members voting not meet quorum, then the decision will be taken by a resolution of the Trustees.

2.6 The Deputy Returning Officer 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 Deputy Returning Officer 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 300 words, and proposers and opponents of alternative or related proposals a statement of not more than 300 words.

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 Union Building and other ballot locations used for the most recent election.

3.3 The Deputy Returning Officer (and/or nominee) shall supervise the ballot stations.

BYE LAW 3 – THE SU COUNCIL

1. REPRESENTATION

1.1 To represent the views of students within the University, locally and nationally.

2. FUNCTIONS

2.1 To oversee the work of the Union Full and Part-time Officers (Student Leadership Team) and associated forums and committees.

2.2 Receive reports from forums and individual Union Officers.

2.3. Receive quarterly reports from the Trustee Board.

2.4 To consider budget proposals from the Trustee Board and to make recommendations to the Union Trustees; and to receive the annual audited accounts of the Union (normally via AGM).

2.5 To appoint a Deputy Returning Officer (SMSU representative) to run elections and referenda (normally via AGM).

2.6 At the first meeting, SU Council shall review its membership and consider whether to organise Bye- Elections to fill outstanding vacancies.

2.7 Make, repeal and amend the Bye Laws jointly with the Trustee Board.

3. MEMBERSHIP

3.1. Membership consists of all the following positions all of which will be elected by a cross campus ballot set out in Bye Law 7.

3.1.1 SU President (Officer Trustee)

3.1.2 Vice-President Community and Welfare (Officer Trustee)

3.1.3 Vice-President Activities (Officer Trustee)

3.1.4 Entertainments Officer

3.1.5 Welfare Officer

3.1.6 International Students Officer

3.1.7 Sports Chair

3.1.8 Societies Chair

3.1.9 2 UG Faculty Reps, 2 PG Faculty Reps, 1 Foundation Students Rep

3.1.10 2 Student Trustees

3.2 Membership will also include the following positions all of which are elected via ballot by individual groups/programmes of study.

3.2.1 Sport Club and Society Presidents

3.2.2 Programme Representatives from each Academic School

3.3 Role descriptions are kept up to date and can be found in Bye Law 4.

- 3.4 The SU Council will review all of the positions every 3 years and ensure the composition is reflective of the membership.

4. MEMBERS RESPONSIBILITIES

4.1 Attend meetings of the SU Council.

4.2 Represent students from their representative group at the SU Council.

4.3 Attend meetings University Meetings and Committees the role has been assigned to attend.

4.4 Inform students from their representative group of the work of the Union, and in particular of the work of the SU Council.

4.5 Inform the Union of issues affecting students from their representative group.

4.6 Attend relevant forum and committee meetings.

4.7 Any Officer absent, without written apologies, from three meetings of the SU Council shall be deemed to have resigned and may not serve on that body again during the remainder of that year of office.

4.8 In the event of a SU Council Member resigning, the SU President will notify the SU Council and ensure it decides appropriate action.

5. ARRANGEMENTS FOR MEETINGS

5.1 Chairing of Meetings

5.1.1 The Chair of SU Council shall be taken by the SU President, or another member appointed by the meeting, pending the election of a Chair and Vice-Chair.

5.1.3 The Chair shall be impartial and shall not participate in debate; ensure the debate is orderly, conducted in accordance with the standing orders and may suspend debate for 5 minutes if the meeting becomes disorderly; not call the same speaker twice on a proposal except to sum up; not permit more than one motion or amendment to be placed before the meeting concurrently; be required to rule on any part of the Articles or Bye Laws relating to the conduct of the meeting; be competent to move procedural motions alone when there is no dissent; advise the meeting, where necessary, of the law relating to Students' Unions, the Articles and Bye Laws, the protocol regarding employees or disciplinary provisions and on the implications of Procedural Motions, as appropriate; vacate the Chair, when her/his ruling has been challenged or a motion of 'no confidence' in his/her ability to Chair is being considered or to participate in debate.

5.1.4 Quorum shall be 16 members.

5.2 Organisation of meetings

5.2.1 A schedule of meetings and dates for the submission of business shall be agreed at the first meeting of the SU Council and published for all Full Members via the SMSU website.

5.2.2 An emergency SU Council meeting can be requested, in writing by a majority vote of the SU Council, Trustee Board or petition from 10% of the student population. If requested, the Chair shall hold an extra-ordinary SU Council meeting within 10 working days. Such a meeting will only discuss only that business for which it was called.

5.2.3 The Chair of SU Council and the CEO shall prepare an agenda, outlining the order and timing of business, which shall be agreed at the start of each meeting.

5.2.4 Any item submitted in writing to the Chair by any member of Council before the closing time for the submission of business shall be included on the agenda.

5.2.5 SU Council shall normally meet at least three (3) times during the academic year.

6 ANNUAL GENERAL MEETINGS

6.1 Annual General Meetings will be carried out in the same manner as SU Council meetings aside from exceptions outlined below.

6.2 An AGM must be held annually and no longer than 18 months after the previous AGM.

6.3 The duties of the AGM are to:

- Receive reports of Trustees, Student Leadership Team and SU Council on Union activities and hold all parties accountable
- Receive annual financial reports and accounts
- Approve the appointment of auditors
- Approve affiliations of the Union
- Approve amendments to the Articles or Bye Laws
- Conduct debate/voting for By-Election (if necessary)

6.4 Ten working days' notice should be given to all members before holding a General Meeting/AGM (see constitution for details of how to give such notice).

6.5 AGMs will be chaired by the Chair of SU Council or a nominee.

6.6 Motions for consideration at a general meeting/AGM must be submitted within five working days of the meeting. Members at a general meeting/AGM

may approve changes to the Byelaws by the passing of a resolution of at least 51% majority of those present and voting.

6.7 In order for the AGM to be quorate, at least 51% of the SU Council membership must be present.

BYE LAW 4 – THE STUDENT LEADERSHIP TEAM

1. GENERAL ARRANGEMENTS – OFFICER TRUSTEES

1.1 Officer Trustees of the Union shall be the SU President, Vice-President Community and Welfare and Vice-President Activities

1.2 The Officer Trustee' period of office shall run from the 1st July for one year.

1.3 Immediately following their election, successful candidates shall be designated the SU President-elect and Vice-President-elects. As 'Officer-elects' they shall be invited to attend SU Council and the committees on which they will be members when they assume office. Officer-elect Trustee positions will not be able to vote on matters of the Trustee Board, but will be able to voice opinion or influence decisions affecting the SU after they take office (1st July each year).

1.4 A review of the Union Officer posts and their roles and duties shall be carried out at least every three academic years by the SU Council and the Trustee Board.

1.5 Before the start of each review, the Union shall establish an Officer Roles Review Committee, to oversee the process. The Committee shall consist of the SU President, three members of the SU Council, a Trustee of the Union and the CEO or his or her nominee in attendance as a non-voting member.

1.6 The SU President and the CEO shall ensure that any review includes adequate consultation with the Union's membership. In particular, any proposals to change the roles of the Officers shall be published 10 days prior to the meeting of the SU Council at which they are to be considered.

2. STUDENT LEADERSHIP TEAM

2.1 The Officer Trustees and elected Student Representatives shall form the Student Leadership Team, which shall be responsible for student representation and democracy and for overseeing the non-commercial services of the Union.

2.2 The Student Leadership Team shall:

2.2.1 Oversee the Union's relationship with the University, and the representation of students' views at departmental and institutional levels.

2.2.2 Oversee the Union's relations with other Students' Unions, the National Union of Students, the local community and other external bodies.

2.2.3 Promote student involvement in Union democracy including Union elections.

2.2.4 Oversee the implementation of Union Policy.

2.2.5 Approve, and review implementation of, individual and team objectives, prior to consideration by the SU Council.

2.2.6 Receive reports about spending for those budgets relating specifically to Officer objectives.

2.2.7 Consider strategic options, determine those to be pursued and approve appropriate business plans for all non-commercial services and activities.

2.2.8 Monitor the performance of the non-commercial services and activities in the achievement of business plans, budgets and key performance objectives.

2.2.9 Monitor students' use of services and involvement in activities, to ensure that all sections of students receive full value from their membership of the Union.

2.2.10 Agree the attendance of Union Officers at external events and conferences.

2.3 Minutes of all meetings shall be published for all students and circulated to members of the SU 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 SU President or, in her/his absence, the Vice-Chair or the Vice-President Community or Vice-President Sports and Societies.

2.5 A record of votes cast by each member on all decisions, except those taken unanimously, shall be maintained.

2.6 The Student Leadership Team shall meet once per month (term time only).

2.7 The Quorum shall be 7 (half the membership +1).

3. POWERS OF THE OFFICERS

3.1 During the University vacation, in exceptional circumstances, or if it appears to the Officers that anybody of the Union is failing to fulfil its responsibility or acting contrary to the interests of its members or the Union, the Officers shall be empowered to take such action as they consider necessary on behalf of the SU Council, or any Committee, subject to ratification of their decision by the appropriate body at the first opportunity.

4. GENERAL RESPONSIBILITIES OF THE OFFICERS

4.1 The Officers shall act in accordance with decisions taken by Referenda and the SU Council, and shall act in accordance with decisions taken by Forums and Committees on issues for which they have responsibility.

4.2 The Officers shall represent students on University bodies, sharing these responsibilities among themselves at the start of their year of office. They shall produce activity reports discussing information shared at University committee meetings which shall be presented to the relevant Union Committees.

4.3 The Officers shall represent students of the University to local and national bodies, organising campaigns in support of student interests.

4.4 Each Officer shall be responsible for ensuring that each Representative Committee for which s/he is responsible (if applicable) meets at least three times each semester. S/he shall ensure that notice is circulated for meetings, minutes are produced and Committees operate in accordance with the Bye Laws.

4.5 The Officers shall undertake additional responsibilities determined by the SU Council or by forums and committees on issues for which they have responsibility.

4.6 The Officers shall meet to prepare proposals on their individual and team objectives for the academic year, which shall be submitted, along with copies of each Officer's election manifesto at the first meeting of the SU Council.

4.7 The Officers shall publish reports on the implementation of their individual and team objectives to the SU Council and on the Union's website and/or social media.

4.8 The CEO will ensure that arrangements are made for the induction and training of incoming Union Officers, individually and as a team at the beginning of each academic year. The CEO will ensure that 360 reviews are completed for the Officers mid-way through the academic year.

5. INDIVIDUAL RESPONSIBILITIES OF OFFICERS

Responsibilities of the SU President:

1. Shall be one of the prime representatives of the Union and seek to involve as many students in the Union and its activities as possible
2. Be a Trustee and Company Director of St Mary's Students' Union
3. Be the Chair of SU Council (should the Chair role be vacant) and ensure that the decisions made are implemented.

4. Be a member of the Board of Governors, Academic Board and other relevant committees, and report back to the Union and its members.
5. Support the Vice-President Activities and Vice-President Welfare and Community in their activities.
6. Lead delegations to NUS annual conference, regional conferences and other conferences, reporting back to the SU Council.
7. Be the prime representative of the Union to liaise with University over any matters affecting students.
8. Be a signatory to the Union.
9. Compile a report on his/her activities for consideration at every meeting of the SU Council.
10. With the CEO, arrange training for the Student Leadership Team at the beginning of each academic year and Chair Student Leadership Team meetings thereafter, ensuring the minutes are publicised to the student body.
11. Ensure that a report is presented to the SU Council at AGM on the activities of the Union over the previous year. After approval this should be submitted to the University and logged in the Union office. Be responsible for publicising all Student Leadership Team and SU Council meetings, receiving debates and changes for discussion.
12. Act as the Principal Officer responsible for liaison on behalf of the Union with any affiliated organisations or bodies and to act as the principal public spokesperson of the Union on matters affecting public policy.
13. In conjunction with the Student Leadership Team, run appropriate campaigns that reflect and represent the student membership.
14. Act as an independent adviser for students on matters such as academic misconduct, appeals and complaints.
15. Lead in the coordination and development of the Programme Representative System.
16. Support the promotion of the NSS on campus.
17. Research and create academic policy to benefit St Mary's students.
18. Act as mentor to the Academic Reps and aid the officers in the fulfilment of their manifestos.
19. Aid the creation of and the sustainability of academic societies.

Responsibilities of the Vice-President Activities:

1. Shall be one of the prime representatives of the Union and seek to involve as many students in the Union and its activities as possible.
2. Be a Trustee and Company Director of St Mary's Students' Union.
3. Be a member of SU Council and present reports to each meeting on recent activity.
4. Be a member of relevant committees within the institution, reporting back to the Union on outcomes and discussions.
5. Liaise with the Sports St Mary's team and facilitate regular meetings.

6. Aid in the coordination for all BUCS and LUSL administration.
7. Oversee club accounts management and grant allocation to ensure it is fairly distributed and provide a report to the SU Council based on these decisions.
8. Support the SU President and the Vice President Community and Welfare in their activities.
9. Research the facilities and resourcing of other institutions to aid bids and cases for further investment in student sport.
10. Organise the annual Varsity with Brunel SU.
11. Organise the annual Sports and Societies Awards Dinner.
12. Work closely with the Sports Development Team and Sport St Mary's to ensure the continuous development of Sports Clubs including coordinating the annual Sports Conference.
13. Work closely with the Societies Development Team to ensure the continuous development of Societies including coordinating the annual Societies Conference and Awards Evening.
14. Develop student sport in accordance with the Student Sport Strategy.
15. Act as mentor to the Sports Chair and Societies Chair and aid the officers in the fulfilment of their manifestos.
16. Aid the creation of and the sustainability of social/activity based societies.

Responsibilities of the Vice-President Community:

1. Shall be one of the prime representatives of the Union and seek to involve as many students in the Union and its activities as possible.
2. Be a Trustee and Company Director of St Mary's Students' Union.
3. Be a member of the Union Council and present reports to each meeting on recent activity.
4. Meet regularly with key departments to ensure a fit-for-purpose events and social integration programme occurs on campus.
5. Organise a weekly entertainments programme for the academic year.
6. Coordinate all major social events on campus.
7. Create communities on campus via social events and meetings.
8. Conduct customer research into what students want from their student experience.
9. Aid in the communication of Union events and activities.
10. Be the main contact for the local community and aid in developing the relationship between the University and local residents.
11. Coordinate all RAG fundraising.
12. Act as mentor to the International Students Officer and Entertainments Officer and Post Graduate Students Officer and aid the officers in the fulfilment of their manifestos.
13. Coordinate at least 4 meetings with Senior Residents during the Academic year.

14. Undertake welfare related casework and signpost to relevant services.
15. Aid the creation of and the sustainability of diversity and liberation societies.

Responsibilities of the Academic Representatives (Faculty and Foundation reps):

- Represent the views of programme representatives at The SU Council and University Committees and report back outcomes of discussions.
- In conjunction with the SU President and Academic Faculties, widen the Programme Rep network and develop an effective training programme throughout the academic year.
- Raise awareness and develop campaigns related to academic throughout the University.
- Support the Officer Trustees and University staff in promoting the National Student Survey.
- Attend committee meetings within the University on behalf of SMSU as and when required.

Responsibilities of the Entertainments Officer:

- Be an active member of the SU Council, presenting reports when required.
- Assist in the development of the weekly events schedule.
- Assist in the promotion and preparation of major events.
- Liaise with the Vice-President Community and Welfare, and Events and Fundraising Coordinator when planning events.
- Assist in coordinating 'Clubs and Societies' nights in the SU.
- Assist the Events and Fundraising Coordinator in the promotion of events on campus.
- Ensure publicity materials are distributed across campus and online in advance of larger events.

Responsibilities of the Welfare Officer:

- Be an active member of the SU Council, presenting reports when required.
- Represent students and SMSU on appropriate University committees
- Contribute positively to the development of welfare related policy within the institution.
- Liaise with Student Services in raising awareness of the support services available to students.
- In conjunction with Student Services and external organisations, develop campaigns on issues that can affect student wellbeing including sexual health, drug and alcohol abuse and healthy living amongst others.

- Develop strong working relationships with University support services including Security, Chaplaincy, Student Services and the International Office.

Responsibilities of the International Officer:

- Be an active member of the SU Council, presenting reports when required.
- Liaise with the International Office and aid in the introduction of activities for international students.
- Be the main representative for international students and bring views to SU Council and University Committees.
- Represent SMSU on University Committees such as the Student Experience Committee highlighting the international student perspective.
- Introduce campaigns to promote internationalisation on campus
- Aid the development of the International Society.

Responsibilities of the Sports Chair:

- Be an active member of the SU Council, presenting reports when required.
- Be an active member of the Sport Development Team including attending meetings every week.
- Represent the collective views of student sports clubs.
- Be an active voice among student sport clubs to promote opportunities and engagement with the Sport Development Team.
- Work with the Sports Development Team to aid the development of all Sports clubs.
- To visibly support students, clubs and athletes at fixtures and actively encourage students of all levels and abilities to take part in sport and physical activity.
- To work with colleagues to plan and deliver sports events and in particular the Sports Awards, Varsity and Committee Training
- To lead on the organisation and delivery of projects as directed by the Sports Development Team.
- Must be a current member of sports club.

Responsibilities of the Societies Chair:

- Be an active member of the SU Council, presenting reports when required.
- Be the representative voice of the Societies on campus and represent views at University Committees.
- Chair the SMSU Societies Forum.
- With the Vice-President Activities, aid in the development of Societies and encourage the ratification of new activities.
- With the Vice-President Activities, investigate sponsorship and fundraising possibilities for Societies.
- Aid in the organisation of the Sports and Societies Dinner.

- Aid in the organisation of the annual Sports and Societies Conference.

Responsibilities of the Post Graduate Students Officer:

- Represent the views of post graduate students at the SU Council and University Committees and report back outcomes of discussions.
- In conjunction with the SU President and Academic Faculties, widen the post graduate student network and develop an effective communication and feedback plan throughout the academic year.
- Raise awareness and develop campaigns related to the post graduate student experience throughout the University.
- Attend committee meetings within the University on behalf of SMSU as and when required.
- Must be a current post graduate student or have enrolled onto post graduate programme for relevant academic year.

BYE LAW 5 – TRUSTEE BOARD

1. TRUSTEE BOARD COMPOSITION AND MEETING ARRANGEMENTS

1.1 The Officers (3), External Trustees (3) and Student Trustees (2) shall form the Trustee Board, which shall be responsible for the financial and strategic management of the Union. The total membership of the Trustee Board shall not exceed 8 people.

1.2 The Board of Trustees shall meet at least four times during the academic year. At least seven working days' notice will be given before each meeting unless all the trustees agree to a shorter notice period or in the case of any urgent circumstances.

2. RESPONSIBILITIES OF THE TRUSTEE BOARD

2.1 The Trustee Board shall:

2.2 Ensure that the Union operates in accordance with its aims and objectives.

2.3 Ensure that strategic plans are in place, and regularly reviewed, to provide long-term direction for all Union services and activities.

2.4 Annually review the Union's mission and values statement.

2.5 Consider and approve annual departmental plans and budgets.

2.5 Oversee the finances of the Union, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget.

2.7 Consider and make decisions on capital expenditure.

2.8 Approve the financial regulations of the Union.

2.9 Ensure comprehensive research is undertaken to identify members' views on Union services and activities, and on the external environment, and to make recommendations accordingly.

2.10 Oversee matters relating to the management of the Union buildings.

2.11 Oversee Union staffing arrangements in accordance with Clause 5 below.

2.12 The Trustee Board shall be chaired by the SU President. The Board will appoint a Deputy-Chair at the first meeting of each year.

2.13 A record of votes cast by each member on all decisions, except those taken unanimously, shall be maintained as part of the minutes.

3. APPOINTMENT OF OFFICER TRUSTEES

3.1 Officer Trustees shall be elected by a cross campus election, the procedure are outlined in Bye Law 7 and in the Memorandum and Articles of Association.

3.2 If an Officer -elect resigns before the end of the previous academic year, the Union may enter into a cross campus ballot in accordance with Bye Law 7 and the Memorandum and Articles of Association. Should an Officer Trustee resign during their full term in office, then all delegate powers will be given to the 2 remaining Officers.

4. APPOINTMENT OF EXTERNAL AND ALUMNI TRUSTEES

4.1 External and Alumni Trustees shall be selected on the basis of their skills, knowledge and experience in areas such as finance, campaigning, legal, human resources and/or knowledge of St Mary's University. Selection shall be made by the Appointments Committee.

4.2 External and Alumni Trustees shall not have been registered students of St Mary's University or Union Officers for at least two years at the date of their appointment.

4.3 The External and Alumni Trustees shall be nominated by an Appointments Committee, with any nominations subject to the approval of the SU Council.

4.4 The Appointments Committee shall consist of 2 Officers, CEO, 1 External Trustee and a person nominated by St. Mary's University.

4.5 External and Alumni Trustees shall be appointed for a four year term of office and may be reappointed for a second four year term of office. They shall not be appointed for any further terms.

5 APPOINTMENTS OF STUDENT TRUSTEES

5.1 Student Trustees shall be selected by the Appointments Committee.

5.2 Each student Trustee must be a student at the time of his or her appointment.

5.4 Student Trustees must be a Student for the duration of his or her term as Student Trustees.

5.5 Student Trustees shall remain in office for a term of 1 year. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of year start or end.

5.6 A Student Trustee may serve a maximum of 2 consecutive terms.

BYE LAW 6 – FORUMS AND COMMITTEE MEETINGS

1 ROLE

1.1 Forums and Committees are where Officers and other Representatives in similar areas come together, discuss and feedback with/to members.

1.2 Forum and Committee Meetings shall meet prior to the SU Council and will present a report at each SU Council updating members of their work.

2. PROGRAMME REPRESENTATIVES' FORUM

2.1 Membership shall consist of the SU President (Chair), Faculty Reps and at least one representative from each of the constituent Faculties at St. Mary's University. The Forum may take place over a number of sessions or online.

2.2 The Forum will discuss student academic issues.

2.3 The Forum will develop training and support for Programme Reps.

2.4 The Forum will actively seek to encourage and increase student feedback through focus groups, programme reps and National Student Survey.

2.5 The Forum shall report to SU Council on topics of concern, recommendations and draft policy led by the SU President.

2.6 The Forum shall meet at least three times per year.

3. STUDENT SPORTS CLUB PRESIDENTS FORUM

3.1 Membership shall consist of Vice-President Activities and the Sports Chair and at least one representative from each constituent Sports Club within St Mary's University. The Forum may take place over a number of sessions or online.

3.2 The Forum will receive a regular report from the Vice-President Activities.

3.3 The Forum shall be responsible for gaining student feedback on sporting activities and other activities of sports clubs.

3.4 The Forum shall report to SU Council on topics of concern, recommendations and draft policy led by the Vice-President Activities.

3.5 The Forum shall meet at least three times per year.

4. SOCIETY PRESIDENTS FORUM

4.1 Membership shall consist of Vice-President Activities and the Societies Chair and at least one representative from each constituent Society within St Mary's University. The Forum may take place over a number of sessions or online.

4.2 The Forum will receive a regular report from the Vice-President Activities.

4.3 The Forum shall be responsible for gaining student feedback on society activities.

4.4 The Forum shall report to SU Council on topics of concern, recommendations and draft policy led by the Vice-President Activities.

4.5 The Forum shall meet at least three times per year.

5. ENTERTAINMENT AND EVENTS OPERATIONAL GROUPS

5.1 Membership shall consist of the Vice-President Community and Welfare (Chair), Entertainments Officer, CEO (ex-officio), the Events and Fundraising Coordinator and student volunteers. The groups will be formed for each major Union event.

5.2 The groups shall receive a regular updates on the progress of events organised by the Union and make decisions on the coordination of Union events.

5.3 The groups shall be responsible for gaining feedback on popularity of student events and formulate ideas to suggest for their development.

5.4 The groups will regularly report to the SU Council and make recommendations accordingly.

5.5 The groups may establish working parties as appropriate. Working parties shall not normally be in existence for more than one academic session.

BYE LAW 7 - ELECTIONS

1. GENERAL ARRANGEMENTS

1.1 The Returning Officer will be a representative from NUS. The Deputy Returning Officer (DRO) shall be nominated by the SU Council and approved by the Trustee Board and SU Council (via AGM) annually. The DRO shall be

responsible for the good conduct and administration of all Union Elections and shall abide by the Election Regulations (document). They shall not be a full member of the Union.

1.2 The DRO shall ensure that the election of the Officers takes place before the end of the spring semester each academic year.

1.3 Elections shall only be held on weekdays during the second semester of the academic year.

1.4 The dates of elections and a copy of the election regulations shall be posted on the SMSU website at least ten (10) working days before the elections.

1.5 The Election Regulations may be amended by resolution of the SU Council and/or Trustee Board.

1.6 The Positions for Officer Trustee are:

1.5.1 SU President

1.5.2 Vice-President Activities

1.5.3 Vice-President Community and Welfare

1.7 The Positions for Student Leadership Team are:

1.7.1 Academic (2 UG, 2 PG and 1 Foundation) Representatives

1.7.2 Entertainments Officer

1.7.3 International Students Officer

1.7.4 Welfare Officer

1.7.5 Sports Chair

1.7.6 Societies Chair

1.7.7 Post-Graduate Students Officer

2. DUTIES OF THE DEPUTY RETURNING OFFICER

2.1 To approve the appointment of Officers, who shall normally be Officers and/or employees of the Union.

2.2 To decide any matter relating to the conduct of the election. This shall include the power to penalise or exclude candidates in respect of any breach of election regulations and to postpone or nullify the result of an election in respect of any irregularity, in accordance with the Election Regulations (document).

2.3 To ensure that the election is conducted in accordance with this Bye Law and any other rules or regulations specified by the SU Council and/or Trustee Board via the Elections Regulations (document).

3. WHO CAN STAND FOR ELECTION

3.1 All full members of the Union are eligible to stand for any Union Officer positions providing student status is held at the time of being nominated for election.

3.2 If running for an Officer position, a candidate must meet the Charity Commissions requirements for being a Charity Trustee. Candidates must declare if they have previous convictions especially related to fraud.

3.3 Fulfil the requirements specific to the role, for example, Sports Chair must be a current member of a sports club, Societies Chair must be a current member of a society, International Students Officer must be an international student, Post-Graduate Students Officer must be on a post-graduate course of study and Academic Reps must belong to their respective schools.

3.4 Candidates will also be required to have a meeting with one of the existing Officer Trustees or CEO to discuss the role and responsibilities.

3.5 Members shall not seek election for more than one post during that specific election.

4. ELECTION TIMETABLE

4.1. Nominations

4.1.1 Nomination forms will be made available at least 5 working days before the closure of nominations.

4.1.2 Role descriptions for each position and elections handbook will be available from the Union Offices and via the Union website.

4.1.3 Members can stand for election upon full completion of a nominations form.

4.1.4 Members running for any position must have a proposer and a seconder who are current students.

4.1.5 Nomination forms must reach the Union no later than 12pm on the day of closure of nominations.

4.1.6 Candidates are permitted to produce a manifesto the length of 250 words. Manifestos must be handed in with the completed nomination form.

4.1.7 A compulsory candidates meeting will take place after the close of nominations.

4.1.8 Candidates for Officer positions will be required to submit a Trustee Declaration stating that they are legally permitted to become a charity trustee and company director.

4.2 Campaigns Week

4.2.1 Candidates may not advertise or place campaigns materials within the SU building.

4.2.2 The Deputy Returning Officer will ensure rules and guidelines are updated in the elections handbook.

4.2.3 Candidate Hustings shall be held at a time, date and venue to be determined by the Deputy Returning Officer. Any candidate absent from Candidate Hustings without apologies to the Deputy Returning Officer shall be deemed to have withdrawn from the election.

4.2.4 The length of speeches and responses by candidates to questions shall be determined by the Deputy Returning Officer who shall be, or shall nominate, the Chair.

4.3 Voting

4.3.1 The Deputy Returning Officer shall publicise the location and arrangements of the Voting Stations, together with a list of candidates and manifestos five (5) working days before voting.

4.3.2 The Deputy Returning Officer shall ensure that all full members of the Union have access to vote no matter their place of study or time of study.

4.3.3 All full members of the Union shall be able to vote for all available positions on production of a valid student ID card or REGNUM.

4.3.4 For paper ballot, a voting paper will be issued to each voter, which shall bear the Union logo. Votes will be cast in sealed ballot boxes. Voting papers shall bear the name and any aliases of each candidate and the office being contested. For online voting, students must log in to the Union website using their university email stating their preferences for each candidate to cast their vote.

4.3.5 Re-open nominations (RON) shall be a candidate in all Union elections.

4.3.6 Voting shall be by secret ballot.

5. VOTE COUNTING

5.1 The DRO shall inform the candidates of the time and venue of the count.

5.2 The Returning Officer and Deputy Returning Officer may be assisted in the count by a number of individuals whom he/she appoints. The votes will be counted by the 'Alternative Vote' (AV) system as defined by the Electoral Reform Society.

5.3 Once the votes have been counted, they shall be kept for a period of six (6) months in case of appeals against the result.

5.4 In the event of a draw, the votes shall be recounted until the Returning Officer is satisfied that both candidates have equal votes. If the result is a draw, a decision will be held that both candidates are seen as equally eligible to take up the position, and the winner will be decided by a coin toss. The Returning Officer shall inform both candidates of the toss, and ask the candidate whose name comes first alphabetically to call the toss. The Returning Officer shall select one member of the vote counting team to be present during the toss.

6 DECLARATION OF RESULTS

6.1 Results of the elections shall be declared by the Deputy Returning Officer or nominee when the count for all posts has been completed and any complaint has been resolved to the satisfaction of the Returning Officer. A list of successful candidates will normally be posted at within the SU Building and on the Union website within one (1) working day of declaration of results; unless there is reason to believe that the results are affected by fraud, dishonesty or appeal.

6.2 The Returning Officer should send a copy of the results to the SU Council and Trustee Board.

6.3 The results will become official after forty eight (48) working hours if no written complaint has been lodged with the Returning Officer or Deputy Returning Officer within that time. In the event of a complaint being received by the Returning Officer or Deputy Returning Officer the result in question shall be suspended until the complaint has been resolved.

7. COMPLAINTS

7.1 Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer within forty eight (48) working hours of such a complaint being lodged by any full member or a candidate or their nominee. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.

7.2 Any challenge or complaint during or following the count, must only relate to the conduct of the count, and be lodged with the Returning Officer who shall resolve the complaint within forty-eight (48) working hours of it being lodged.

7.3 In determining a resolution to the complaint, the Returning Officer after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for any specified post(s) or disqualify any specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the Returning Officer on any complaint shall be final subject only to a successful challenge by the Board of Trustees.

8. VACANCIES

8.1 In the event of vacant Officer position, the SU Council will decide whether a cross campus ballot should take place in the third term of the academic year. Notice should be given 4 weeks before the ballot and nominations should close no less than 2 weeks after notification. The Deputy Returning Officer will conduct the By-Election in accordance with the Bye Laws.

8.2 In the event of a vacant Student Leadership Team position, SU Council may hold a Bye-Election during its next meeting or at the AGM. Members of SU Council may be delegated the authority of the students that they represent to conduct the Bye-Election. The Deputy Returning Officer will conduct the Bye-Election in accordance with the Bye Laws.

8.3 Members can complain formally by following the procedures set out in the Elections Regulations document.

BYE LAW 8 – SPORTS CLUBS AND SOCIETIES

1. GENERAL ARRANGEMENTS

1.1 The day to day administration and management is under the responsibility of the Vice-President Activities.

1.2 Sports Clubs and Societies are required to fulfil ratification processes before conducting activities or receiving funding.

1.2.1 No Society may receive funds from the Union or use Union facilities without ratification.

1.2.2 No Sports Club may receive funds from the Union or the university, or use Union or university facilities without ratification by the Student Sport Development Team.

1.3 To be considered for ratification, the Sport Club or Society shall:

1.3.1 Present to the SU Council/Sport Development Team an acceptable development plan, a plan of activities and a list of at least ten (10) signed prospective members in accordance with this Schedule.

1.4 No Sport Club or Society may be ratified if its objects conflict with those of the Union.

2. SETTING UP A SPORT CLUB OR SOCIETY

2.1 Any Sport Club or Society that wishes to be ratified shall present to the Vice-President Activities the following:

2.1.1 A list of 10 signatures of full members.

2.1.2 The proposed membership fee (Min £10.00 for Societies, a set membership fee for Sports Clubs will be decided by the Sports Development Team)

2.1.3 A Development plan for the Sports Club or Society to include;

(i) The name of the Club or Society.

(ii) The aims and objectives of the Club (which shall not be contrary to those of the Union)

(iii) Regulations relating to membership eligibility.

(iv) Provision for the election of a committee.

(v) The responsibilities of the committee.

(vi) Provision for General Meetings for all members of the Sports Club or Society.

(vii) Provision for an Annual General Meeting at which an income and expenditure account shall be presented and approved.

(viii) Provision for Union statement on equal opportunities.

3. MONIES FOR SPORTSCLUBS AND SOCIETIES

3.1 The Union shall allocate a sum in the Union budget, which shall be for Grant aid of ratified Sports Clubs and Societies in accordance with the Societies Grant Allocation Policy or policies relating to Student Sport.

3.2 To receive funding an eligible Sport Club/Society shall submit a budget proposal to the Vice-President Activities. This should be normally submitted by the end of June each year.

3.3 The Union shall allocate funds in accordance with the Societies Grant Allocation Policy and policies relating to Student Sport. Central funds for sport

shall be set aside; the value of which shall be determined annually by the Sport Development Team.

3.4 The allocation of funds shall:

3.4.1 Be approved for Societies at the first available meeting of the Societies Development Team for the new academic year.

3.4.2 The allocations for Sport Clubs shall be approved at the first available meeting of the Sports Development Team for the new academic year.

3.5 The Vice-President Activities must approve any request for expenditure of all Sports Clubs and Societies.

4. RESPONSIBILITIES OF SPORT CLUBS AND SOCIETIES

4.1 No one from a Sport Club or Society may commit either the club/society or the Union to any expenditure without prior authorisation through the Vice-President Activities and the Union's budgetary control systems.

4.2 The club/society committees will produce a development plan and will submit an income/expenditure sheet to Vice-President Activities.

4.3 The club or society shall be responsible for promoting itself during the Welcome period, including the booking of a table at clubs and societies fairs, to encourage new membership.

4.4 The club or society shall not hold its own bank account. All finances will be administered through the Union.

4.5 The President of a club or society shall be responsible for the smooth running of any activities and shall be responsible for convening of general meetings.

4.6 The Secretary (or equivalent) of the club or society shall be responsible for publicising general meetings, providing agendas and taking minutes of the meetings.

4.7 The Treasurer (or equivalent) shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club or society allocation for that year. The Treasurer shall also ensure that an accurate list of all equipment purchased is kept and all equipment is returned to the Union at the end of the academic year.

4.8 The Treasurer shall also ensure that all income received by the Club or Society is paid directly into the Union accounts.

4.9 The Treasurer shall also ensure that an income and expenditure account for the previous academic year is presented to the AGM of the club or society and copies are sent to the President.

4.10 No members of a recognised club or society shall receive any direct or indirect payment, other than legitimate expenses incurred in connection with the business of the club or society, except with the approval of the Vice-President Activities.

4.11 Failure to abide by these regulations and the Union Articles of Association may result in suspension of the Sport Club or Society by the SU Council and/or Student Sport Development Team.

BYE LAW 9 – FINANCES OF THE UNION

1. ACCOUNTS

1.1 The Union's financial year shall run from 01 August to 31 July and all committees and bodies of the Union shall maintain accounts for this period.

1.2 The SU Council shall appoint Auditors, who shall be chartered or Incorporated Accountants, and shall not be Officers, members or employees of the Union.

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 submitted to the first possible SU Council meeting of the subsequent academic year.

1.5 The Auditors may attend the meeting of the SU Council and/or Board of Trustees considering the accounts to comment or answer questions if necessary.

2. BUDGET

2.1 An annual budget for all activities of the Union and its companies shall be prepared by the Union Officers, CEO and Finance Team and submitted to the Trustee Board for approval. Any amendment to the budget subsequently made in accordance with the Bye Laws shall be submitted as soon as practicable to the Trustee Board for approval.

2.2 Periodic reports of income and expenditure compared with agreed budgets shall be prepared, and submitted at least quarterly to the Trustee Board.

3. GRANTS TO SPORT CLUBS AND SOCIETIES AND OTHER BODIES

3.1 The Union may make grants to recognised Sport Clubs and Societies, and other bodies as agreed by the Trustee Board and/or SU Council.

3.2 Such grants shall only be made for activities consistent with the Aims and Objectives of the Union.

4. AUTHORISATION OF EXPENDITURE

4.1 Orders: Committees, Sports Clubs and Societies shall only order goods and services on a properly completed purchase order form which shall be signed by officials or staff authorised to do so under the Financial Regulations of the Union. Any person who places an order, except by this procedure, will be personally liable for any costs incurred by the Union in relation to the order.

4.2 Contracts: All contracts and agreements which involve financial undertakings must be signed by an Officer or the CEO.

4.3 Approval of expenditure: All expenditure shall be authorised by the Treasurer of the relevant Committee or body, and by the Officer or staff member responsible for the relevant budget.

4.4 Capital Expenditure: No commitment shall be made to capital transactions in excess of £5000 without consent of the Trustee Board. No commitment shall be made to capital transactions in excess of £50,000 involving land or buildings without the prior approval of the University.

4.5 Guarantees and Indemnities: All guarantees and indemnities incurring contingent liabilities shall be approved by the Finance Team or authorised by the CEO, and shall only be so approved in the normal course of business.

4.6 Payments: All cheques shall be signed by an Officer, and a duly authorised senior member of the Union staff.

5. RECEIPT OF MONIES

5.1 All monies received on behalf of the Union shall be paid into the Union accounts.

5.2 All monies shall be paid in full, together with unsold tickets and 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.

6. PAYMENTS TO MEMBERS

6.1 Officers shall approve arrangements for the payment of expenses to members.

6.2 No payments, other than such expenses as authorised in accordance with Clause 7.1 and wages paid in respect of employment within the Union, may be made directly or indirectly to any member.

7. ESTABLISHMENT OF COMPANIES

7.1 SU Council and the Trustee Board shall be empowered to establish any companies that it considers necessary for the operation of any activities of the Union, subject to the provisions outlined below.

7.2 The structure and board membership of any company shall be agreed by the Trustee Board.

7.3 The Boards of any companies established under this Bye Law shall each include one External Director, appointed according to the Bye Laws.

7.4 All transactions of such companies shall be incorporated into the main Union accounts. This requirement is in addition to any statutory accounts the Company may have to produce as a separate legal entity.

7.5 The company shall be wholly accountable to the Union.

7.6 No person shall receive any dividend or other payment, except in respect of employment or expenses in accordance with this Bye Law.

7.7 In the event of dissolution of a company established by the Trustee Board all monies and assets shall revert to the Union.

BYE LAW 10 - RESIGNATIONS AND REMOVAL OF OFFICE OR DUTIES – SU OFFICERS

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 shall begin immediately following their election and shall continue until 01 July each year.

2. RESIGNATION

2.1 An Officer Trustee may resign from any post or duties by writing to the Trustee Board and to the SU Council.

2.1.1 Unless otherwise stated, Officer Trustee resignations shall take effect from one month after the resignation letter is received and all entitlements of office shall be withdrawn.

2.2 A part time Officer may resign from post or duties by writing to the SU Council.

2.2.1 Unless otherwise stated, part time Officer resignations shall take effect immediately after the resignation letter is received and all entitlements of office shall be withdrawn.

3. ABSENCE FROM MEETINGS

3.1 Any Officer who is absent, without written apologies, from 3 meetings of a body to which s/he has 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 Officer 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 her/him 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 SU Council and shall not be present during the consideration of the appeal.

4. REMOVAL OF DUTIES OR OFFICE

4.1 Any Officer may be removed from office, or may have specific responsibilities removed, by a resolution of the SU Council.

4.2 In the case of Officer Trustees, the resolution shall be submitted for a Referendum in accordance with Bye Law 2.

4.3 Resolutions seeking to remove an Officer shall specify that there is no confidence in the person concerned. Resolutions seeking to remove specific duties shall specify those duties. The resolutions shall require a simple majority by SU Council 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 By-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 her/his term of office.

5. DISCIPLINARY OF OFFICER TRUSTEES

5.1 Should an Officer be found to have been found to have acted in a way which brings the Union into disrepute then the CEO shall bring together a disciplinary panel consisting of 2 Trustees, one member of St Mary's University Senior Management Team, a HR advisor and 2 SU Council members.

5.2 The CEO should notify the panel and collate evidence within 10 days of the activity/incident occurring. The CEO will then act in an advisory capacity to the panel.

5.3 The panel may enforce penalties such as fines, suspensions or advise the SU Council to submit a resolution for Referendum in accordance with Bye Law 2.

5.4 Further advice about Officer Trustees conduct can be found in the Code of Conduct document.

BYE LAW 11- RESIGNATIONS AND REMOVAL OF DUTIES – EXTERNAL AND ALUMNI TRUSTEES

1. PERIODS OF OFFICE

The period of responsibility for External and Alumni Trustees shall be four years as specified in Bye Law 5.

2. RESIGNATION

2.1 A Trustee may resign from any post or duties by writing to the Chair of the Trustee Board, and to the SU Council.

2.2 Unless otherwise stated, Trustee resignations shall take effect from one month after the resignation letter is received and all entitlements of shall be withdrawn.

3. ABSENCE FROM MEETINGS

3.1 Any Trustee who is absent, without written apologies, from three meetings of the Board, shall be deemed to have resigned and may not serve on Board again during the remainder of that year.

3.2 Any Trustee 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 her/him being deemed to have resigned.

3.3 Any Trustee 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 Trustee Board and shall not be present during the consideration of the appeals panel.

4. REMOVAL OF DUTIES OR OFFICE

4.1 Any Officer may be removed from office, or may have specific responsibilities removed, by a resolution of the SU Council.

4.2 In the case of Officers, the resolution shall be submitted for a Referendum in accordance with Bye Law 2.

4.3 Resolutions seeking to remove an Officer shall specify that there is no confidence in the person concerned. Resolutions seeking to remove specific duties shall specify those duties. The resolutions shall require a simple majority by SU Council 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 her/his term of office.

5. APPEALS

5.1 A Trustee removed from office shall be entitled to appeal the decision to remove him or her to an Appeals Panel within 14 days of the resolution.

5.2 The Appeals Panel shall be made up of a nominee of St Mary's University, one independent person and a CEO and Officer Trustee of another Students' Union. The independent person shall be a Member who is not a Trustee or a member of the Students' Union Council.

5.3 The Union may consult with the NUS in relation to the appeals process and in particular the appointment of independent persons to the Appeals Panel.

BYE LAW 12 - AMENDMENTS TO THE ARTICLES OF ASSOCIATION AND BYE LAWS

1. AMENDMENTS

1.1 The University Board of Governors shall be required to review the provisions of the Union's Memorandum and Articles of Association at intervals of no more than 5 years.

1.2 The approval of Trustee Board shall be required for any amendments to the Union's Memorandum and Articles of Association.

1.3 The Approval of the SU Council and the Trustee Board shall be required for any amendments to the Union's Bye Laws.

BYE LAW 13 - COMPLAINTS PROCEDURE

1. COMPLAINTS

1.1 Any Full Member, or student eligible for Full Membership but who has exercised the right not to be a member in accordance with the Education Act 1994, shall be entitled to complain about unfair or unreasonable treatment by or within the physical space or activities of the Union.

1.2 Members should refer to the SMSU Complaints Procedure when making a complaint to or about the Union.