

Bye Law 4 - Policies & Papers of the Union

Owned by: President

Date passed: 21/10/14

Body passing: Student Senate

Review required: 21/10/17

1. Definition

- 1.1. Bye Laws, policies & papers are created under the auspice of the governing articles for the purpose of efficiently achieving the objects of the Union.
- 1.2. Bye laws are defined in the articles of the union as statements of management practice, and are set in line with the articles of the Union.
- 1.3. Policies are defined in the articles of the union as statements of practice that delineate the unions, view, position or response to a representation or campaign matter.
- 1.4. Papers are defined in this bye law as statements of recommended practice that may be adopted by the staff and officers of the union but fall outside of the two definitions above.

2. Bye Laws

2.1. Setting Bye Laws

Bye Laws may be set via the democratic process of the Union by either;

- 2.1.1. Student Senate
- 2.1.2. Trustee Board

2.2. Overturning or amending Bye laws

- 2.2.1. Student Senate and the Board of Trustees have the power overturn or amend Bye Laws
- 2.2.2. The Board of Trustees has the right to overturn any Bye Law or Bye law decision, even if approved by Student Senate, if the Bye Law;
 - 2.2.2.1. Has serious financial implication for the Union
 - 2.2.2.2. Fails to comply with law or the charitable aims of the Union
 - 2.2.2.3. Is likely to damage the reputation of the Union
 - 2.2.2.4. The decision of the Board of Trustees in these matters shall be final.

2.3. Bye Law lapse

- 2.3.1. Bye Laws will not normally lapse but a review of a bye law will be triggered in the third year since such Bye Law was created or at the quinquennial review of the articles of the

union, whichever is sooner. Such reviews will be conducted by Student Senate and the Board of Trustees.

3. Policies

3.1. Setting Policy

Union Policy may be set by members via the democratic processes of the Union at either;

- 3.1.1.1. Student Senate
- 3.1.1.2. General Meetings
- 3.1.1.3. Referendum
- 3.1.1.4. Executive Meeting

3.2. Overturning Policy

3.2.1. The Board of Trustees has the right to overturn any policy decision set via the democratic processes if the policy;

- 3.2.1.1. Has serious financial implication for the Union
- 3.2.1.2. Fails to comply with law or the charitable aims of the Union
- 3.2.1.3. Is likely to damage the reputation of the Union

3.2.2. The decision of the Board of Trustees in these matters shall be final.

3.3. Amendments to policy

Policies may be amended by a resolution of the executive committee & ratified by Student Senate, provided it is not within the same academic year that the policy was adopted.

3.4. Policy Lapse

Policy shall automatically lapse;

- 3.4.1. After three calendar years after creation
- 3.4.2. In the event it contravenes or contradicts any law, Article or Bye Law of the Union.

4. Papers

4.1. Setting Papers

Union Papers may be set by members or staff via the processes of the Union at either;

- 4.1.1.1. Executive Meeting
- 4.1.1.2. Meetings of the Senior staff of the union

4.2. Overturning Paper

4.2.1. The Board of Trustees has the right to overturn any Paper decision set via the union's processes if the Paper;

- 4.2.1.1. Has serious financial implication for the Union
- 4.2.1.2. Fails to comply with law or the charitable aims of the Union
- 4.2.1.3. Is likely to damage the reputation of the Union

4.2.2. The decision of the Board of Trustees in these matters shall be final.

4.3. Amendments to Papers

Papers may be amended by a resolution of the executive committee

4.4. Paper Lapse

Papers shall automatically lapse;

4.4.1. After three calendar years after creation

4.4.2. In the event it contravenes or contradicts any law, Article or Bye Law of the Union.

5. General

5.1. A register of all Bye laws, Polices & Papers will be maintained by the President of the Union and will be made available to any member or stakeholder upon request.

5.2. The President will bring to the attention of the Board of trustees & Student Senate when applicable when Bye Laws require review or Policies are due to lapse. This shall be done at least one month prior to any such lapse.

5.3. All Bye laws, Polices and Papers shall be presented in an identifiable format that is consistent with Union documentation. It shall always include the following information;

5.3.1. Whether it is a Bye Law, policy or Paper,

5.3.2. Who proposed or owns the document

5.3.3. Which body or authority of the union passed it

5.3.4. That date at which it was passed

5.3.5. The date at which it will lapse or require review