



Bylaws

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Part One: Changes to This Document

- 1.1 Changes to this document may be carried out by a two thirds majority vote at an Annual Members' Meeting or via a referendum. Rules and procedures relating to Annual Members' Meeting can be found in *Part Fourteen: Annual Members' Meeting*, and those relating to referenda can be found in *Part Twelve: Referenda*.
- 1.2 Any changes will be subject to ratification by the Board of Trustees.

Part Two: Membership

2.1 Full Members

- 2.1.1 Full members are defined in part 10 of the Memorandum & Articles as:
- 2.1.1.1 each and every student of the University of Bedfordshire who has not opted out by notifying the University of Bedfordshire or the Union of their wish not to be a member of the Union; and
 - 2.1.1.2 the Sabbatical Officers of the Union.
- 2.1.2 Full members of the Union are entitled to access all services of the Union and run in elections of the Union, provided they adhere to the Members' Code of Conduct.

2.2 Associate Members

- 2.2.1 The Union shall also have the right to award Associate Membership to students in the following groups, upon request:
- 2.2.1.1 students studying on University of Bedfordshire courses franchised to a partner institution in the United Kingdom;
 - 2.2.1.2 students studying on University of Bedfordshire validated courses at a partner institution in the United Kingdom;
 - 2.2.1.3 staff of the University of Bedfordshire.
- 2.2.2 Individuals in the categories above who wish to be considered for Associate Membership should complete an application form which shall be reviewed by the President. A small fee may be chargeable to Associate Members for access to the services available to Associate Members which shall be made clear at the point of application.
- 2.2.3 Associate members shall not be considered Members for the purposes of the Memorandum and Articles or the Companies Act, and as such shall not have the right to stand or vote in any Union election.

Part Three: Trustee Board

3.1 Roles & Responsibilities

- 3.1.1 All matters pertaining to the governance and duties of the Trustee Board are outlined in the Memorandum and Articles except for matters relating to the Appeals Panel composition and process.

3.2 Appeals Panel for the Removal of Trustees

- 3.2.1 The Appeals Panel shall consist of the members stated in the Memorandum and Articles:
 - 3.2.1.1 One nominee of the University of Bedfordshire;
 - 3.2.1.2 One independent student member who is not a Trustee;
 - 3.2.1.3 One Chief Executive of another Students' Union;
 - 3.2.1.4 One Student Officer of another Students' Union.
- 3.2.2 The Students' Union will approach the Head of Legal Services or equivalent for a nominee from the University of Bedfordshire as in 3.2.1.1.
- 3.2.3 The Students' Union will approach the Elections Committee to nominate an independent student as in 3.2.1.2.
- 3.2.4 The Students' Union will approach the National Union of Students or relevant specialist staff group for nominees as in 3.2.1.3 and 3.2.1.4.
- 3.2.5 The Students' Union will normally follow the current appeals process as stated in the Students' Union's disciplinary policy.

Part Four: Sub-Committees of the Board

- 4.1 The following committees shall exist to ensure that the Union is well run, governed and fully complies with relevant legislation and compliance.
- 4.1.1 Executive Committee (Part Eight: Executive Committee);
 - 4.1.2 Financial Monitoring Committee;
 - 4.1.3 Health & Safety Committee; and
 - 4.1.4 Appointments and Remuneration Committee.
- 4.2 Each of these sub committees shall have direct reporting responsibility to the Board.

4.3 Financial Monitoring Committee

- 4.3.1 The voting Membership of the Financial Monitoring Committee shall be:
- 4.3.1.1 The Students' Union President;
 - 4.3.1.2 One External Trustee;
 - 4.3.1.3 One Executive Officer;
 - 4.3.1.4 Two representatives of the University of Bedfordshire.:
 - 4.3.1.5 The Chief Executive of the Students' Union;
 - 4.3.1.6 The Union's Head of Finance and Resources.
- 4.3.2 The Financial Monitoring Committee shall meet four times per academic year.
- 4.3.3 The main areas of business for the Financial Monitoring Committee shall be:
- 4.3.3.1 To consider, propose and recommend for approval annual budgets;
 - 4.3.3.2 To consider and recommend for approval annual accounts;
 - 4.3.3.3 To consider the monthly management accounts and take reasonable operational decisions where required;
 - 4.3.3.4 To consider, propose and recommend for approval capital expenditure over £5,000;
 - 4.3.3.5 To consider, propose and approve capital expenditure under £5,000;
 - 4.3.3.6 To consider, propose and approve non budgeted expenditure up to £3,000;
 - 4.3.3.7 To consider, propose and recommend for approval non budgeted expenditure over £3,000;
 - 4.3.3.8 To annually review and propose for approval the financial procedures, cash handling procedures and stock procedures of the organisation.

4.4 Health and Safety Committee

- 4.4.1 The Membership of the Health and Safety Committee shall be:
- 4.4.1.1 The Students' Union President;
 - 4.4.1.2 One External Trustee;
 - 4.4.1.3 One Executive Officer;
 - 4.4.1.4 The Chief Executive of the Students' Union;
 - 4.4.1.5 The Union's Senior Leadership Team.

- 4.4.2 The Health and Safety Committee shall meet four times per academic year.
- 4.4.3 The main areas of business for the Health and Safety Committee shall be;
- 4.4.3.1 To monitor, consider and decide actions required for matters of health and safety significance;
 - 4.4.3.2 To monitor, consider and decide actions required from accident and near misses reports;
 - 4.4.3.3 To approve the organisations health and safety manual and operational procedures on an annual basis;
 - 4.4.3.4 To agree the annual process for risk assessment reviews and ensure its implementation;
 - 4.4.3.5 To decide on termly matters of health and safety prioritization;
 - 4.4.3.6 To agree the annual health and safety training schedule and ensure its implementation.

4.5 Appointments and Remuneration Committee

- 4.5.1 The Membership of the Appointments and Remuneration Committee shall be:
- 4.5.1.1 The Students' Union President;
 - 4.5.1.2 One External Trustee;
 - 4.5.1.3 One Executive Officer.
- 4.5.2 The Appointments and Remuneration Committee shall be called as required by the following areas of business:
- 4.5.2.1 Responsible for all aspects of the promotion, process, selection and appointment of the External Trustees and Student Trustees;
 - 4.5.2.2 Responsible for all aspects of the promotion, process, selection and appointment of the Chief Executive Officer;
 - 4.5.2.3 Responsible for all aspects of the Chief Executive Officers remuneration and review of which;
 - 4.5.2.4 Responsible for organising, facilitating and reviewing the annual appraisal system for the Chief Executive Officer.

4.6 Human Resources Committee

- 4.6.1 The Membership of the Human Resources Committee shall be:
- 4.6.1.1 The Students' Union President;
 - 4.6.1.2 One External Trustee;
 - 4.6.1.3 One Executive Officer.
- 4.6.2 The Human Resources Committee shall be called as required by the following areas of business:
- 4.6.2.1 Responsible for all aspects of the promotion, process, selection and appointment of the External Trustees and Student Trustees;
 - 4.6.2.2 Responsible for all aspects of the promotion, process, selection and appointment of the Chief Executive Officer;

- 4.6.2.3 Responsible for all aspects of the Chief Executive Officers remuneration and review of which;
- 4.6.2.4 Responsible for organising, facilitating and reviewing the annual appraisal system for the Chief Executive Officer.

Part Five: Officer Trustee Job Descriptions

5.1 Officer Trustee Responsibilities

5.1.1 All Officer Trustees shall jointly:

- 5.1.1.1 Provide leadership and vision for Beds SU, driving and developing strategy, vision, policy, campaigns and innovation;
- 5.1.1.2 Uphold and promote the principles of inclusiveness, equality and diversity at all times;
- 5.1.1.3 At all times adhere to Union policies and procedures;
- 5.1.1.4 Behave and represent the Union in a positive manner throughout their time in office;
- 5.1.1.5 Evidence the voice of their respective membership to support identified issues;
- 5.1.1.6 Liaise with the Senior Leadership Team of the Union;
- 5.1.1.7 Act as a Trustee and sit on the Board of Trustees;
- 5.1.1.8 Be a member of the Beds SU Executive Committee;
- 5.1.1.9 Maintain democratic principles.

5.2 President

5.2.1 The President shall:

- 5.2.1.1 Chair meetings of the Executive Committee;
- 5.2.1.2 Chair the Union's Annual Members' Meeting;
- 5.2.1.3 Act as Chair to the Board of Trustees;
- 5.2.1.4 Provide a student perspective at the University Board of Governors;
- 5.2.1.5 Act as the primary Beds SU spokesperson and figurehead to members, the University and external stakeholders;
- 5.2.1.6 Lead and co-ordinate the Executive Officer team, ensuring that duties are evenly distributed and completed as required;
- 5.2.1.7 Lead on representing student views on matters relating to non-academic student wellbeing (e.g. university accommodation, housing, finance, safety);
- 5.2.1.8 Work closely with the Union's advice function to identify trends in welfare issues (such as housing and accommodation) affecting students.

5.3 Vice President Education

5.3.1 The Vice President Education shall:

- 5.3.1.1 Lead the development of Beds SU educational policy and initiatives, working closely with the appropriate Union staff team to ensure implementation;
- 5.3.1.2 Provide a student perspective at the University Board of Governors;

- 5.3.1.3 Take the lead on Beds SU input into all educational, academic and teaching and learning matters within the University, the University's approved Study Centres, and partner colleges;
- 5.3.1.4 Act as a champion for the recruitment, development and support of Beds SU Academic Representatives;
- 5.3.1.5 Liaise with Beds SU Academic Representatives and provide the primary link between such representatives and the University;
- 5.3.1.6 Develop and support projects that provide opportunities for students to enhance their academic studies and graduate employability.
- 5.3.1.7 Work closely with the Union's advice function to identify trends in academic issues affecting students.

5.4 Vice President Equality

5.4.1 The Vice President Equality Shall:

- 5.4.1.1 Work closely with the Union's advice function to identify trends in equality, diversity and inclusion issues affecting students, be they due to protected characteristics or geographical location;
- 5.4.1.2 Ensure that all Beds SU democratic processes are understandable, accessible and appropriate to the diverse student body, including giving consideration to diverse geographical locations;
- 5.4.1.3 Develop positive community relations and promote students within those communities, maintain strong links with community partners and take the lead role on representing students on community forums and other community groups;
- 5.4.1.4 Act as a champion for the recruitment, development and support of the Union's Representational Associations;
- 5.4.1.5 Act as a champion for the recruitment, development and support of the Union's part-time Campus Liaison Officers;
- 5.4.1.6 Lead the development of Beds SU equality, diversity and inclusion policy and initiatives, working closely with the appropriate Union staff team to ensure implementation;
- 5.4.1.7 Work with the Union's Representational Associations and Campus Liaison Officers to campaign for the removal of barriers to equality, diversity and inclusion throughout the student experience.

5.5 Vice President Union Development

5.5.1 The Vice President Union Development shall:

- 5.5.1.1 Act as a champion for the creation, development and support of employability enhancing opportunities within the Union (for example, societies, volunteering and non-academic professional development opportunities);
- 5.5.1.2 Ensure that all Beds SU democratic processes are understandable, accessible and appropriate for student led groups;
- 5.5.1.3 Lead on Beds SU's development and support of student led fundraising activities for external charities;

- 5.5.1.4 Develop and support projects that provide opportunities for students to enhance their graduate employability;
- 5.5.1.5 Liaise with elected representatives through Beds SU Societies and Sports Councils, and provide the primary link between such representatives, the Union, the University and external stakeholders;
- 5.5.1.6 Lead the development of Beds SU's recognition of extra-curricular activity, working closely with the appropriate Union staff team to ensure implementation.
- 5.5.1.7 Champion and support the promotion of participation in sports and partnership sporting events such as Varsity, working with the University to develop sporting opportunities across all campuses and experience levels;
- 5.5.1.8 Work closely with the Union's advice function to identify trends in equality, diversity and inclusion issues affecting students in their extra-curricular activities.

Part Six: Campus Liaison Officers

6.1 Purpose

- 6.1.1 The Campus Liaison Officers shall work on a part time voluntary basis, alongside their studies to ensure that their campus experience is represented across the Union.
- 6.1.2 All University approved Study Centres, shall have a Campus Liaison Officer position open to current University of Bedfordshire students at that Study Centre.
- 6.1.3 Other concentrations of students on courses franchised from the University of Bedfordshire may apply to create a Campus Liaison Officer position at their site by stating their case in writing to the Beds SU President, which shall trigger a referendum amongst UoB franchised students at that partner institution.

6.2 Job Description

- 6.2.1 The Campus Liaison Officers shall:
 - 6.2.1.1 Liaise with the Executive Committee to identify key campus-based issues from their respective student body and relay the voice of members from their campus to the Executive Officers;
 - 6.2.1.2 Provide input into the vision for Beds SU, driving and developing strategy, policy, campaigns and innovation, with a focus on the impact to members on their home campus;
 - 6.2.1.3 Uphold and promote the principles of inclusiveness, equality and diversity at all times;
 - 6.2.1.4 At all times adhere to Union policies and procedures;
 - 6.2.1.5 Behave and represent the Union in a positive manner throughout their time in office;
 - 6.2.1.6 Evidence the voice of their respective membership to support identified issues;
 - 6.2.1.7 Be a member of the Beds SU Union Council;
 - 6.2.1.8 At all times maintain the democratic principles of Beds SU;
 - 6.2.1.9 Help to communicate the goals of the Union to members on their campus as well as supporting Union campaigns;
 - 6.2.1.10 Present termly reports to Union Council.

6.3 Election

- 6.3.1 The positions to be elected shall be reviewed annually to ensure that each of the University of Bedfordshire's campuses has a representative in place.
- 6.3.2 Only students based upon the campus to which the role relates may nominate themselves to be Campus Liaison Officer or vote for their Campus Liaison Officer.

6.3.3 The positions shall be elected online alongside the Executive Committee elections by students on the campus which they will represent.

Part Seven: Representational Associations

7.1 Purpose

- 7.1.1 The purpose of Representational Associations is to represent the diverse characteristics of the Membership. They will lead and seek change within the University, the Union and the wider student experience for those that they represent.
- 7.1.2 The Representational Associations will be:
- 7.1.2.1 Black and Minority Ethnic (BAME) Students' Association;
 - 7.1.2.2 Women Students' Association;
 - 7.1.2.3 Lesbian, Gay, Bisexual, Trans*, Plus (LGBT+) Student's Association;
 - 7.1.2.4 International/EU Students' Association;
 - 7.1.2.5 Students with Disabilities Association;
 - 7.1.2.6 Students of Faith Association.
- 7.1.3 The Representational Associations shall be politically autonomous groups that are responsible for the formation of policy and the carrying out of the policy work of the Union that has been entrusted to them by the Annual Members' Meeting and that is of concern to the members represented by each Representational Association, except that the Representational Associations shall be subject to the powers of the Annual Members' Meeting and the Trustee Board (as laid out in the Memorandum and Articles).
- 7.1.4 Policy formed by the Representational Associations shall be ratified regularly by the Executive Committee and may be overridden only if they consider that it:
- 7.1.4.1 has or may have any financial implications for the Union;
 - 7.1.4.2 is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
 - 7.1.4.3 is not or may not be in the best interests of the Union or all or any of its charitable objects; or
 - 7.1.4.4 will or may otherwise affect the discharge of any or all of the responsibilities of the Trustee Board referred to in the Memorandum & Articles of Association.
- 7.1.5 The Representational Associations shall report back to the Union Council (through the Chairs of the Associations) and the Annual Members' Meeting in order to update the wider membership of their policy work progression.
- 7.1.6 Additional Representational Associations may be formed following a successful motion to the Annual Members' Meeting or a referenda (in accordance with Part Seven: Representational Associations).

7.2 Membership

- 7.2.1 Self-definition will only be based upon Beds SU records; members are able to self-define through the Beds SU website independently of the University records.
- 7.2.2 Students who have chosen to self-define through the Beds SU website will automatically be a member of a Representational Association, unless they have chosen to opt out.

7.3 Chair

- 7.3.1 The Chair of each Representational Association will be democratically elected by members of their own Association on an annual basis.
- 7.3.2 Only members of an Association, as above in 7.2, may nominate themselves as Chair of the Association.
- 7.3.3 The Vice Chair shall be appointed from the Membership at the start of each meeting and shall act as secretary for the duration, taking notes of the meeting.

7.4 Meeting Arrangements

- 7.4.1 The Association shall meet a minimum of once per term.
- 7.4.2 The meeting will only be open to the members specified above all of whom shall have equal voting rights.
- 7.4.3 No business can take place until at least 3 members are present.
- 7.4.4 Relevant Union staff may also attend when invited, and shall have speaking rights only.
- 7.4.5 All votes shall require a simple majority to pass.
- 7.4.6 In the event of a tied vote, the Chair shall hold the casting vote.
- 7.4.7 The meeting will have the following standard agenda items:
 - 7.4.7.1 Apologies for absence
 - 7.4.7.2 Notification of any other business
 - 7.4.7.3 Minutes from the previous meeting
 - 7.4.7.4 Matter arising not covered elsewhere on the agenda
 - 7.4.7.5 Chair's report and questions
 - 7.4.7.6 Business of the meeting
 - 7.4.7.7 Any Other Business
 - 7.4.7.8 Date and time of next meeting

Part Eight: Executive Committee

8.1 Purpose

- 8.1.1 The purpose of the Executive Committee meetings will be to serve as a vehicle for effective work on issues pertaining to students of the University of Bedfordshire and local stakeholders. The Executive Committee will act as a sub-committee of the Students' Union's Board of Trustees, and will carry out this purpose through:
- 8.1.1.1 Carrying out delegated responsibilities from the Trustee Board;
 - 8.1.1.2 Devising and implementing priority campaigns;
 - 8.1.1.3 Holding each member of the Executive Committee to account;
 - 8.1.1.4 Debating and devising Union policy perspectives;
 - 8.1.1.5 Discussing policy implementation;
 - 8.1.1.6 Discussing and voting upon policies due to lapse;
 - 8.1.1.7 Reviewing and updating individual action points;
 - 8.1.1.8 Supporting one another.

8.2 Membership

- 8.2.1 The membership of the Executive Committee shall be all Officer Trustees, who all have voting rights.

8.3 Chair

- 8.3.1 The Chair of the Executive Committee will be the President of the Students' Union.
- 8.3.2 The Vice-Chair of the Committee will operate on a rotating basis between the other Officer Trustees.

8.4 Meeting Arrangements

- 8.4.1 The meeting will only be open to the members specified above, with the addition of the Chief Executive Officer, who shall attend meetings and shall have speaking rights only. Other relevant staff may also attend when invited, and shall have speaking rights only.
- 8.4.2 The Executive Committee will meet a minimum of once per month, usually fortnightly during term time.
- 8.4.3 No business can take place at the Executive Committee meeting unless 50% plus one of all voting members are present.
- 8.4.4 All votes shall require a simple majority to pass.
- 8.4.5 In the event of a tied vote, the President shall hold the casting vote.

8.4.6 The meeting will have the following standard agenda items:

- 8.4.6.1 Apologies for absence
- 8.4.6.2 Notification of any other business
- 8.4.6.3 Conflicts of interest
- 8.4.6.4 Minutes from the previous meeting
- 8.4.6.5 Matter arising not covered elsewhere on the agenda
- 8.4.6.6 Union policy implementation and lapse
- 8.4.6.7 Executive Team and CEO reports
- 8.4.6.8 Business of the meeting
- 8.4.6.9 Accounts/Budget
- 8.4.6.10 Any Other Business
- 8.4.6.11 Date and time of next meeting

8.4.7 The Executive Committee may also request the addition of 'Reserved Business' to the standard agenda to discuss confidential matters. Details of these matters will not necessarily be made available to the membership.

8.5 Accountability

8.5.1 Each member of the Executive Committee shall take part in a "*Question the Exec*" session at least three times per academic year to provide Union members with an opportunity to hold them to account and receive updates on their progress.

8.5.2 "*Question the Exec*" will rotate the campus upon which it is hosted and offer the provision for online collaboration.

8.5.3 Any Full Member of the Union may submit questions to their elected representatives to be answered in this forum.

Part Nine: Union Council

9.1 Purpose

- 9.1.1 The purpose of the Union Council meetings will be to act as a forum for all elected officers to come together to:
- 9.1.1.1 represent the voice of the students;
 - 9.1.1.2 identify key needs and wants of the student body that they represent;
 - 9.1.1.3 make, repeal and amend the bylaws jointly with the Trustees on matters of the management of the Union and its working practice (in accordance with the Memorandum and Articles of Association);
 - 9.1.1.4 receive a quarterly report from the Trustees.

9.2 Membership

- 9.2.1 The membership of the Union Council shall be:
- 9.2.1.1 the Executive Committee (as outlined in Part Eight: Executive Committee)
 - 9.2.1.2 the Campus Liaison Officers (as outlined in Part Six: Campus Liaison Officers)
 - 9.2.1.3 the Chairs of the Councils (as outlined in Part Thirteen: Councils)

9.3 Chair

- 9.3.1 The Chair of Union Council will operate on a rotating basis between the members of the Union Council.

9.4 Meeting Arrangements

- 9.4.1 Union Council will meet a minimum of once per term.
- 9.4.2 The meeting will only be open to the members specified above all of whom shall have equal voting rights.
- 9.4.3 Relevant Union staff may also attend when invited, and shall have speaking rights only.
- 9.4.4 Union Council will rotate the campus upon which it meets and offer the provision for online collaboration.
- 9.4.5 No business can take place at the Union Council meeting unless 50% plus one of all elected members are present.
- 9.4.6 All votes shall require a simple majority to pass.

9.4.7 In the event of a tied vote the Chair shall hold the casting vote.

9.4.8 The meeting will have the following standard agenda items:

- 9.4.8.1 Apologies for absence
- 9.4.8.2 Accepting the agenda / declarations of interest
- 9.4.8.3 Minutes from the previous meeting
- 9.4.8.4 Matter arising not covered elsewhere on the agenda
- 9.4.8.5 Officer Trustee reports and questions
- 9.4.8.6 Reports from the Council Chairs
- 9.4.8.7 Any Other Business
- 9.4.8.8 Date and time of next meeting

Part Ten: Elections

10.1 Purpose

- 10.1.1 These rules are to be used for the Union's elections when electing Executive Officers, Student Officers or NUS Delegates. All other elections are subject to elections rules outlined in their individual Codes of Practice.
- 10.1.2 Elections for Executive Officers, Student Officers and NUS Delegates will be carried out via secret online ballots.
- 10.1.3 The Returning Officer will be nominated by the National Union of Students. They shall work independently of the Union and provide an external decision when rulings are appealed.
- 10.1.4 The Election Regulations can be amended by the Returning Officer in liaison with the Executive Committee, if it is deemed necessary.
- 10.1.5 A member of the Union's staff will be appointed the Deputy Returning Officer and shall lead on the operational running of the elections. They will hold responsibility for the democratic affairs and procedures, assisting the Returning Officer in advising and ruling on all elections-related matters.
- 10.1.6 The Returning Officer's decision is final.

10.2 Election Rules

- 10.2.1 All candidates will receive a copy of the Union's Election Rules and Regulations, who will sign to confirm that they have received them.
- 10.2.2 The Union will publicise a formal notice of an election no later than 14 days prior to the opening of nominations.
- 10.2.3 The notice of elections shall include:
 - 10.2.3.1 Date and time of nominations opening and closing;
 - 10.2.3.2 Procedure for nomination;
 - 10.2.3.3 Date and location of hustings;
 - 10.2.3.4 Election Rules and Regulations;
 - 10.2.3.5 Date and time of the opening and closing of voting;
 - 10.2.3.6 Date and time of the election results announcement;
 - 10.2.3.7 Contact details for elections queries.
- 10.2.4 Nominations shall open no fewer than 14 days before voting opens.
- 10.2.5 Nominations shall close no fewer than 7 days before voting opens.

- 10.2.6 Members eligible to stand for election (as detailed in the Memorandum and Articles and Part Two: Membership) must self-nominate via the Beds SU website, before the close of nominations. This nomination must include:
- 10.2.6.1 Their full name (as on their University records);
 - 10.2.6.2 The name that they wish to have displayed upon the ballot paper;
 - 10.2.6.3 A head and shoulders photograph in which they are clearly distinguishable for the ballot paper;
 - 10.2.6.4 A written statement that will accompany their photo on the ballot paper.
- 10.2.7 Nominations cannot be accepted with any of the details listed above missing.
- 10.2.8 Any member who is eligible to stand for election may only stand for one position in any one category in any given election (e.g. one Executive Officer position, one Society Committee position).

10.3 Breaches of Rules

- 10.3.1 All suspected rule breaches must be formally submitted to the Elections Committee via the email provided in the elections rules and regulations, no later than 24 hours after the incident has occurred or the concern has been realised.
- 10.3.2 The Elections Committee will be responsible for communicating with all parties involved in disputes.
- 10.3.3 Communication shall be via the candidates University email.
- 10.3.4 For a complaint to be considered, clear evidence must be provided and attached, which warrants the Elections Committee to make a judgement. Acceptable forms of evidence are, but not limited to:
- 10.3.4.1 Photographs and videos;
 - 10.3.4.2 Screenshots of webpages;
 - 10.3.4.3 Copies of emails;
 - 10.3.4.4 Staff witnesses (who are considered neutral).
- 10.3.5 The Deputy Returning Officer will investigate any reported rule breaches and make a decision on potential punishment within 24 hours.
- 10.3.6 The Deputy Returning Officer reserves the right to seek advice from or delegate the decision to the appointed Returning Officer.
- 10.3.7 For issues of gross misconduct concerning candidates and/or their campaign team, the Students' Union reserves the right to use the Beds SU 'Code of Conduct' guidelines in addition to the Election Rules. The University of Bedfordshire's student behavioural polices shall remain throughout and in some circumstances, actions may jeopardize student status within the institution.

10.3.8 The final deadline for receiving complaints will be one hour after the close of voting, candidates must sign a statement agreeing that they are satisfied that all complaints raised have been investigated and that they have no further complaints to raise.

10.3.9 The calculation of the election results may not take place until all candidates have signed and submitted their statements to the Deputy Returning Officer.

10.4 Appeals Process

10.4.1 Candidates may appeal a penalty or decision made against them or their campaign team to the Returning Officer. Candidates must submit appeals to the elections email provided in the Elections Rules and Regulations, the appeal will be submitted to the Returning Officer on behalf of the candidate.

10.4.2 The Returning Officer will hear any complaint made against a candidate or their supporters and will take action if they feel a rule has been broken.

10.4.3 If the Returning Officer reaches the decision that the complaint should be upheld, they can either agree with the original decision of the Deputy Returning Officer or decide to increase or decrease the original penalty imposed.

10.4.4 If a candidate submits an appeal to a punishment levied by the Elections Committee, the punishment in question is suspended until the Returning Officer rules on the appeal.

10.4.4.1 In the event that the Returning Officer rejects the Appeal and chooses to uphold the Elections Committee's punishment (or increase the severity of said punishment), and there is insufficient time to carry out the punishment, the candidate will be excluded from the election.

10.4.5 The Elections Committee will inform the candidate of the Returning Officer's ruling within 24 hours of the ruling being taken.

10.4.6 The Returning Officer's ruling is final.

10.5 Election Results

10.5.1 The election results will be calculated and announced within 24 hours of the close of voting, subject to the following:

10.5.1.1 Calculation of the voting takes place within the presence of the Returning Officer and/or Deputy Returning Officer and a member of Union Staff (who is deemed neutral). Any counting of votes without the aforementioned present will invalidate that result, and a recount shall take place;

10.5.1.2 All complaints being settled as per section 10.3.9;

10.5.1.3 Death of a candidate.

10.5.2 The results will be announced by members of the Elections Committee, and will take place no later than 72 working hours after the counting of the elections has finished.

Part Eleven: Elections Committee

11.1 Purpose

- 11.1.1 During the elections outlined above, an Elections Committee will be appointed. The purpose of the Elections Committee shall be to:
- 11.1.1.1 Decide upon the regulations of the election;
 - 11.1.1.2 Ensure that all candidates adhere to the rules and regulations of the election;
 - 11.1.1.3 Act as the body responsible for the consideration of official complaints;
 - 11.1.1.4 Commission an investigation and, if required, reprimand candidates where a complaint has been submitted;
 - 11.1.1.5 Open investigation into any form of election irregularity, even if a complaint has not been received in advance;
 - 11.1.1.6 Actively promote the election process, both before and during the elections, as well as acting in a neutral manner to raise election turnout and engagement;
 - 11.1.1.7 Ratify the timetable of elections and referenda which have been decided by the Executive Officer Team in the prior summer recess and to ensure that the dates set are within the parameters of the Memorandum an Articles and the Bylaws;
 - 11.1.1.8 Receive and comment upon plans for the procedure and running of hustings within the period of the election; and
 - 11.1.1.9 Ensuring candidates have equal representation as far as reasonably possible.
- 11.1.2 The Elections Committee will produce rulings to provide clarification to the elections rules set out in 10.2. These rulings will help the Committee to articulate their interpretation of the rules in that given year.
- 11.1.3 The regulations must be decided at least fourteen days before nominations open and will be published on the Beds SU website with a link adjacent to the notice of elections.

11.2 Composition

- 11.2.1 The Elections Committee will be appointed at the beginning of the academic year, which shall be comprised of the following members:
- 11.2.1.1 The President of the Students' Union, who will act as Chair of the Elections Committee and shall have a casting vote only (or in the case of the President re-running in the elections, or due to another unspecified conflict of interest, a nominee of the Board of Trustees shall be appointed);
 - 11.2.1.2 Two members of the Union Council, who will act as Vice Chairs for the Elections Committee and shall have voting rights and will chair any

meetings they are called on to deputise on a rotational basis (if there are not any members of the Union Council available to appoint to the Elections Committee, due to re-running in the elections or due to another conflict of interest, the Chair of the Elections Committee, in consultation with the Board of Trustees shall appoint two members of the Students' Union in their place, who will act as Vice-Chairs);

- 11.2.1.3 Two ordinary members of the Students' Union who shall have voting rights and who are not a candidate in the elections or a part of any candidate's campaign team, or who have had a role in planning the elections;
- 11.2.1.4 A staff member nominated by the Chief Executive who shall act as an advisor to the committee;
- 11.2.1.5 The lead staff member who deals with the democratic affairs of the Union, who shall act as the secretary, minute taker and as an advisor to the committee.

11.3 Removal of Elections Committee Members

11.3.1 A member of the Elections Committee may be removed via a Vote of No Confidence from any voting member of the Elections Committee; this requires a simple majority of voting members to approve in order to be enacted.

11.3.2 A Vote of No Confidence in a member of the Elections Committee can be triggered when one or a combination of the following occurs:

- 11.3.2.1 If that member leaks information to a candidate and/or campaigners about any decisions being made which give that candidate and/or campaigners an unfair advantage;
- 11.3.2.2 If a voting member of the committee fails to turn up to three successive meetings without giving a reasonable apology.

11.3.3 In the case of a Vote of No Confidence against a member of the Elections Committee, at least one member of Students' Union staff or the Returning Officer must be present to observe the vote. The member upon whom the Vote of No Confidence has been called against has a right to defend themselves to the committee before the vote is taken.

11.3.4 The committee member upon whom the Vote of No Confidence has been called against must be informed by the Chair of the Elections Committee at least 24 hours before the vote is to be taken, informing them of the reasons why the Vote of No Confidence has been called against them.

11.3.5 If the Chair of the Elections Committee has had a Vote of No Confidence called against them for the reasons detailed in section 11.3.2 or due to a lack of confidence in their ability to successfully chair a meeting of the Elections Committee, then using the methods outlined in section 11.3.2 a Vote of No Confidence can be called against the chair.

11.3.6 In this instance, the Returning Officer will be informed by a member of the Elections Committee (not the Chair) that a Vote of No Confidence in the Chair is due to take place, who will subsequently inform the Chair of the Elections Committee 24 hours before the Vote is due to take place, informing them of the reasons why the Vote of No Confidence has been called against them.

11.3.7 In the instance of a Vote of No Confidence being passed against a voting member of the Elections Committee or the Chair, an appeal can be lodged to the Returning Officer within 24 hours. In this instance, the Returning Officer will make a ruling within 24 hours of receiving the appeal, and whose decision will be final.

11.4 Meeting Arrangements

11.4.1 The Elections Committee shall meet no later than the final week of Term 1 to decide upon the regulations of the Executive Officers, Student Officers and NUS Delegates elections, and to ratify the dates of the election itself which will be decided by the Executive Team during the summer period prior to the start of the academic year.

11.4.2 The Elections Committee will, after meeting to decide upon the regulations of the election, meet once per week after the start of Term 2 to receive updates and continue planning the election. This shall continue until the date of when campaigning begins.

11.4.3 When voting opens, the Elections Committee shall meet once per day; this shall then subsequently continue until the election has ended.

11.4.4 No business can take place at the Elections Committee unless 50% plus one of all voting members of the committee are present.

11.4.5 All votes shall be a simple majority vote.

11.4.6 Any candidate may request a copy of the minutes of an Elections Committee meeting.

Part Twelve: Referenda

12.1 Purpose

- 12.1.1 A referendum is the principle or practice of referring measures proposed by members or the Board of Trustees to vote of the electorate for approval or rejection.
- 12.1.2 Referendum questions must be formulated in a neutral, non-leading format and answerable by a simple 'yes' or 'no' response.
- 12.1.3 Policy approved by any referendum has the primacy to override any decisions taken at any other democratic forums.
- 12.1.4 All proposals which involve a Union-wide disaffiliation will be decided by a referendum.
- 12.1.5 All referenda that pass are subject to ratification by the Board of Trustees, who reserve the right to overturn the result of a referendum.

12.2 Procedure

- 12.2.1 A referendum may be called on an issue via the following methods:
 - 12.2.1.1 A resolution of the Trustees;
 - 12.2.1.2 By a majority vote of Union Council;
 - 12.2.1.3 By a Secure Online Petition signed by at least 100 Members.
- 12.2.2 Once a referendum has been called via any method listed above, the referendum must be voted upon within 14 days of its submission.
- 12.2.3 Any referendum to be voted upon will be conducted using an online secret ballot.
- 12.2.4 A resolution may only be passed by a Referendum if at least 1000 Members or 10% of the Membership (whichever is the lowest number) cast a vote in the Referendum and 66% of the votes cast are in favour of the resolution.

Part Thirteen: Councils (Student Groups)

13.1 Purpose

13.1.1 The purpose of the Councils (excluding Union Council as covered in Part Nine: Union Council) is to allow elected representatives from various student groups of the Union to initiate and mobilise change to the Union's policies in their own sphere of influence.

13.1.2 The following Councils shall be established:

- 14.1.2.1 Societies' Council;
- 14.1.2.2 Sports' Council;
- 14.1.2.3 Academic Representatives' Council;
- 14.1.2.4 Representational Associations' Council.

13.2 Membership

13.2.1 The invited membership of each Council shall be:

- 14.2.1.1 The elected committee of the club/society; or elected academic representatives; or the elected Chairs of the Representational Association;
- 14.2.1.2 The Executive Officer with the appropriate remit who shall have speaking rights only.

13.2.2 Votes shall be attributed within the Councils as below in 13.4.2.

13.2.3 Appropriate Union staff may also attend with speaking rights only to support the administration of the Council.

13.3 Chair

13.3.1 The Chair of the Council will be elected by the membership stated above and will themselves be eligible to be a member of the Council.

13.4 Meeting Arrangements

13.4.1 Councils will meet a minimum of once per academic term.

13.4.2 The meeting will only be open to the members specified who shall have the following voting rights:

- 14.4.2.1 Three votes per Society;
- 14.4.2.2 One vote per Sports Club;
- 14.4.2.3 One vote per academic representative; or
- 14.4.2.4 One vote per Representational Association Chair and one vote per Representational Association Vice Chair.

13.4.3 Councils will rotate the campus upon which they meet and offer the provision for online collaboration.

13.4.4 No business can take place at Council meetings unless 50% plus one of all active clubs/societies/Representational Associations are represented.

14.4.4.1 The exception to this shall be Academic Representatives' Council where no business can take place until at least 10 elected representatives are present.

13.4.5 All votes shall require a simple majority to pass.

13.4.6 In the event of a tied vote the Chair shall hold the casting vote.

13.4.7 The meeting will have the following standard agenda items:

- 14.4.7.1 Apologies for absence
- 14.4.7.2 Accepting the agenda / declarations of interest
- 14.4.7.3 Minutes from the previous meeting
- 14.4.7.4 Matter arising not covered elsewhere on the agenda
- 14.4.7.5 Reports from the Council Chair
- 14.4.7.6 Reports from the Executive team
- 14.4.7.7 Any Other Business
- 14.4.7.8 Date and time of next meeting

Part Fourteen: Annual Members' Meeting

14.1 Purpose

- 14.1.1 The Union shall hold an Annual Members' Meeting once in each Academic Year in such a time and place as the Trustees think suitable to allow the maximum number of Members to attend, in accordance with the Memorandum and Articles of Association. For the avoidance of doubt, this meeting shall not be a general meeting of the Union for the purposes of the Companies Act.
- 14.1.2 The Annual Members' Meeting provides an opportunity for the members and partners of the Union to receive copies of the Union's accounts, review information about the Union's activities for the past year, and ask any questions about the direction of the Union for the future.

14.2 Membership

- 14.2.1 All Full Members of the Union (as defined in 2.1) shall be eligible to attend and vote at the Annual Members' Meeting.
- 14.2.2 All Associate Members of the Union (as defined in 2.2) shall be entitled attend the Annual Members' Meeting with speaking rights only.
- 14.2.3 Appropriate Union staff may also attend with speaking rights only to support the administration of the Meeting.

14.3 Chair

- 14.3.1 The Annual Members' Meeting shall be chaired by a member of Union Council, nominated by Union Council.
- 14.3.2 The Vice Chair shall also be nominated by Union Council but should be from a different area of the membership as articulated in 9.2 (i.e. if the Chairperson is an Officer Trustee, the Vice Chair would ideally be either a Campus Liaison Officer or a Chair of a Council).
 - 15.3.2.1 If this split is not possible, it should be declared to and the alternative arrangements accepted by the membership at the beginning of the meeting.

14.4 Meeting Arrangements

- 14.4.1 The Annual Members' Meeting shall be announced no later than 20 working days before the meeting is to be held.
- 14.4.2 The announcement of the Annual Members' Meeting shall be notified to all members of Beds SU and shall include, as a minimum:

- 15.4.2.1 the date and time of the meeting;
 - 15.4.2.2 the venue (which the Trustees should be satisfied is accessible to all members);
 - 15.4.2.3 the details of the business to be considered (i.e. the annual reports to be received in line with charity law, any alterations to this document);
and
 - 15.4.2.4 an invitation to propose motions/submit questions for the Trustees.
- 14.4.3 The Annual Members' Meetings shall offer the provision for online collaboration.
- 14.4.4 No business can take place at the Annual Members' Meeting unless 50 members eligible to vote are present.
- 15.4.4.1 If this quorum is not achieved within 30 minutes of the advertised start of the meeting, the meeting shall be postponed.
- 14.4.5 All votes shall require a simple majority to pass, except those regarding changes to the governing documents which shall require a two thirds majority, as laid out in Part One: Changes to This Document.
- 14.4.6 In the event of a tied vote the Chair shall hold the casting vote.
- 14.4.7 The Union shall follow Charity Commission recommendations for the running of an Annual Meeting wherever practicable.

Part Fifteen: Extraordinary General Meetings

15.1 Purpose

- 15.1.1 The Trustees shall have the ability to call an Extraordinary General Meeting as required for the consideration of non-recurring business requiring the approval of all members before the next scheduled Annual Members' Meeting (i.e. alterations of the governing documents).
- 15.1.2 The Members shall also have the ability to call an Extraordinary General Meeting as required for the consideration of a non-recurring issue, following the submission of a secure online petition of not less than 5% of those eligible to vote at such a meeting.

15.2 Membership

- 15.2.1 All Full Members of the Union (as defined in 2.1) shall be eligible to attend and vote at an Extraordinary General Meeting.
- 15.2.2 All Associate Members of the Union (as defined in 2.2) shall be entitled attend an Extraordinary General Meeting with speaking rights only.
- 15.2.3 Appropriate Union staff may also attend with speaking rights only to support the administration of the Extraordinary General Meeting.

15.3 Chair

- 15.3.1 The Chair and Vice Chair of any Extraordinary General Meeting shall be nominated by the individuals/body calling the meeting and accepted by the membership at the beginning of the meeting, providing members present with an opportunity to suggest alternatives.

15.4 Meeting Arrangements

- 15.4.1 The Extraordinary General Meeting shall be announced no later than 20 working days before the meeting is to be held.
 - 16.4.1.1 In the instance that an Extraordinary General Meeting is called by a petition of the members, the meeting should be facilitated within 30 working days of the petition being submitted, during University term time.
- 15.4.2 The announcement of the Extraordinary General Meeting shall be notified to all members of Beds SU and shall include, as a minimum:
 - 16.4.2.1 the date and time of the meeting;
 - 16.4.2.2 the venue (which the Trustees should be satisfied is accessible to all members); and
 - 16.4.2.3 the details of the business to be considered.

- 15.4.3 The Extraordinary General Meeting shall offer the provision for online collaboration.
- 15.4.4 No business can take place at the Extraordinary General Meeting unless 50 members eligible to vote are present.
- 16.4.4.1 If this quorum is not achieved within 30 minutes of the advertised start of the meeting, the meeting shall be postponed.
- 15.4.5 All votes shall require a simple majority to pass, except those regarding changes to the governing documents which shall require a two thirds majority, as laid out in Part One: Changes to This Document.
- 15.4.6 In the event of a tied vote the Chair shall hold the casting vote.
- 15.4.7 The Union shall follow Charity Commission recommendations for the running of an Extraordinary General Meeting wherever practicable.

Part Sixteen: Change It!

16.1 Purpose

- 16.1.1 *Change It!* is the method through which any Full Member of the Union may submit policy proposals to the Union. These policy proposals can include anything which could help to improve the student experience during their time as a member of Beds SU.
- 16.1.2 *Change It!* allows all Full Members the ability to comment upon, suggest amendments, debate, and ultimately vote upon the political aims and objectives of the organisation.

16.2 Submitting policy proposals

- 16.2.1 *Change It!* proposals, whether formed by an individual or a group (i.e. a Council), should be submitted through the online tool on the Students' Union website which is open to all members.
- 16.2.2 *Change It!* proposals will then be made available to the wider membership for feedback through the online tool until the next "*Question the Change!*" session is scheduled.
 - 17.2.2.1 Any proposals submitted with less than one calendar week before the next "*Question the Change!*" session is scheduled, shall have publication delayed until after the session and will be included in the next agenda.
- 16.2.3 During this period, the proposer may amend their proposal based upon the feedback received from fellow members.

16.3 "*Question the Change!*"

- 16.3.1 The Union shall facilitate "*Question the Change!*" sessions three times per academic year (roughly evenly spaced) to:
 - 17.3.1.1 allow proposers the opportunity to gather support for their proposal;
 - 17.3.1.2 allow members to suggest amendments;
 - 17.3.1.3 allow members to demonstrate their support/opposition for a proposal;
 - 17.3.1.4 provide a space for debate around pending proposals.
- 16.3.2 "*Question the Change!*" shall be chaired by a member of the Union Council, nominated by the Union Council.
- 16.3.3 "*Question the Change!*" sessions shall offer the provision for online collaboration.

16.3.4 All proposers will be invited to introduce their proposal for change with a 60 second speech.

17.3.4.1 If a proposer is not willing to speak, a member of Union Council shall be nominated to champion the change for the purposes of this debate.

16.3.5 The floor shall be opened to any opponents to the proposal who will be invited to introduce their argument against the proposal for change with a 60 second speech.

17.3.5.1 If an opponent is not willing to speak, a member of Union Council shall be nominated to take the opposing side in order to balance the debate.

16.3.6 Further rounds of 30 second speeches for and against may be accepted at the Chair's discretion.

16.4 Passing policy proposals

16.4.1 Following "*Question the Change!*", online polls shall open for a pre-determined and pre-advertised period that shall not be less than 24hours in length.

16.4.2 All Full Members of the Union shall be eligible to vote "for" or "against" the policy proposals put forward during this voting period.

16.4.3 A proposal may only be passed if at least 50 Members cast a vote in the *Change It!* voting period.

16.4.4 All votes shall require a simple majority to pass, except those regarding changes to the governing documents which shall require a two thirds majority, as laid out in Part One: Changes to This Document.

16.4.5 In the event of a tied vote the Chair shall hold the casting vote.

16.4.6 The outcome of the policy vote shall be notified to the proposer and publicised to the wider membership within 24 working hours of the poll closing.

16.4.7 All policy passed shall be subject to ratification at Trustee Board.

16.5 Policy lapse

16.5.1 Policy proposals that are successfully accepted by the membership shall be considered Union policy for 2 years or until enacted, whichever is the shorter.

16.5.2 When a policy comes to lapse, it shall be considered at Executive Committee who shall decide whether to:

17.5.2.1 Allow the policy to lapse; or

17.5.2.2 Refer the policy back to the membership for amendment/renewal at the next "*Question the Change!*" event.