

Bye Law 2

Setting the Direction

Purpose: This Bye Law explains the ways in which student members can set the direction of their union by attending Student Members Meeting, submitting ideas for discussion, taking part in referenda and holding the officers who implement the policy to account.

1. How policy can be set

1.1 By the Trustee Board as outlined in the Articles. This shall normally be concerned with the administration and governance of the organisation.

1.2 A Student Members Meeting as outlined in section 2 below.

1.3 A referendum as outlined in the Articles and section 6 below

2. Student Members Meeting

2.1 The purpose of a Student Members Meeting shall be:

2.1.1 To hold the Executive Committee accountable for their work

2.1.2 Review the work of the Executive Committee

2.1.3 To set policy which outlines a representative or political direction for the Union subject to Article 28.3. All policy must be approved by a vote of a simple majority of members voting on the meeting's proceedings.

2.1.4 Monitor the progress of policy which has previously been approved

2.1.5 Receive announcements from the Executive Committee

2.1.6 On an annual basis to receive the Annual Accounts of the Union and approve a list of organisations to which the Union is affiliated.

2.2 Accountability of the Executive Committee shall take place before the setting of policy.

3. Administrative procedures for a Student Members Meeting

3.1 The meetings shall be Chaired by a Student Member who is not a member of the Executive Committee and is elected for this purpose from among the attendees of the first meeting. The Returning Officer, or their Deputy shall outline a procedure for this election.

3.2 There shall be at least one Student Members Meetings in each academic year.

3.3 Meetings may be called by The Trustee Board and the Executive Committee.

3.4 At least 14 days' notice will be given for meetings except where they present the annual accounts and the list of affiliated organisations where at least 21 days' notice will be given.

3.5 Notice of Student Members Meetings shall include the time and place of the meeting and the procedures for setting policy and holding Full Time Officers accountable.

3.6 All Executive Committee Members shall be expected to attend Student Members Meetings.

3.7 All reasonable attempts will be made to schedule meetings to maximise participation and technology and other means will be used where possible to ensure involvement across multiple sites.

4. Submission of policy ideas

- 4.1 At the last Student Members Meeting of each academic year, the meeting may receive a procedure for submitting policy ideas for the next year.
- 4.2 This procedure will:
 - 4.2.1 Allow for policy ideas to be submitted by as many student members as possible.
 - 4.2.2 Outline how the ideas will be made available to student members.
 - 4.2.3 Outline a process for voting on the ideas aimed at maximising participation from student members.
 - 4.2.4 Outline a minimum quorum of Student Members voting on a policy for it to be implemented.
 - 4.2.5 Allow for the Trustee Board and Executive Committee to submit policy ideas.
- 4.3 Should the Student Members Meeting reject the proposal the current arrangements for submission of policy ideas will remain. The proposal shall be made widely available to student members.
- 4.4 Proposed changes to the Articles from the Trustee Board will be made available for consultation for not less than one month and be open to proposals for change by any student member.

5. Accountability of the Executive Committee

- 5.1 At the last Student Members Meeting of each academic year, the meeting may receive a procedure for accountability of elected representatives for the next year.
- 5.2 This procedure will:
 - 5.2.1 Allow the Executive Committee to outline their work in a way that is widely published to student members both reporting on what has been done since the last Student Members Meeting and outlining future work
 - 5.2.2 Allow for student members to submit questions to the Executive Committee and to receive responses with an option for them to be published publically at the request of the student member.
 - 5.2.3 Allow for student members to:
 - 5.2.3.1 Accept the report of the Executive Committee Member
 - 5.2.3.2 Ask for a section of the report to be changed or the direction of work altered
 - 5.2.3.3 Censure an Executive Committee Member for not fulfilling the work of the Student Members without good reason
 - 5.2.3.4 Approve a motion of no-confidence in an Executive Committee Member as outlined in Article 26.2
- 5.3 Should the Student Members Meeting reject the proposal the current arrangements for submission of policy ideas will remain. The proposal shall be made widely available to student members.
- 5.4 For the avoidance of doubt the accountability of Union staff is not the property of the Student Members and should be directed through the Trustee Board.

6. Referenda

- 6.1 A Referendum shall be held to:

- 6.1.1 Consider a motion of no confidence in a Trustee or Executive Committee Member triggered by a Secure Petition signed or agreed to by at least 3% of the Student Members in accordance with Article 26 of the Articles of Association.
 - 6.1.2 Consider a Policy Idea, triggered by a simple majority vote of the Trustee Board or triggered by a Secure Petition signed or agreed to by at least 3% of Student Members
- 6.2 The Trustees shall appoint an independent Returning Officer on an annual basis. They shall not be a member of the Union and they shall be responsible for the conduct, administration and the development and interpretation of the regulations for Referendums.
- 6.3 The Returning Officer may appoint a Deputy Returning Officer to assist them in the organisation of Referendums
- 6.4 The quorum for a referendum will be set by the Returning Officer but shall not be less than 3% or more than 5%.
- 6.5 The regulations for the Referendum shall be set by the Returning officer but shall include
- 6.5.1 A notice period of the referendum of at least 14 days
 - 6.5.2 Provision held by secret ballot outlining the process for voting including how many days it shall be open for.
 - 6.5.3 The date and time where the count will take place and how the result will be publicised.
 - 6.5.4 The procedure for submitting complaints and how they will be dealt with.
- 6.7 There will be an Appeals process concerning the outcome of the referenda and the conduct of the Returning Officer. Appeals should be submitted to the Board of Trustees no later than 3 calendar days following receipt of a response from the Returning Officer. The Trustee's decision is final.

Bye Law 3

Officers and Reps

Purpose: The purpose of this Bye Law is to outline the responsibilities of the representative role which make up the Executive Committee. All members of the Executive Committee are “Elected Officers” for the purposes the Articles of Association.

1. Roles

1.1 There shall be five Full Time Officers elected in accordance with the Articles of Association and the Elections Bye-Law. The roles shall be titled:

- 1.1.1 President;
- 1.1.2 Vice President (Arts, Humanities and Social Sciences);
- 1.1.3 Vice President (Business and Law);
- 1.1.4 Vice President (Health, Education, Medicine and Social Care); and
- 1.1.5 Vice President (Science and Engineering).

1.2 A Deputy President shall be nominated by the Executive Committee. The role of Deputy President shall be to cover the responsibilities of the role of President in their absence. For the avoidance of doubt, this does not include the role of Chair of the Trustee Board.

1.3 The Full-Time Officers shall be remunerated on a monthly basis by BACS in accordance with their terms and conditions of employment.

1.4 There shall be twelve part-time Campaign Reps elected in accordance with the Elections Bye-Laws:

- 1.4.1 Black and Minority Ethnic (BME) Students’ Rep (Cambridge) and (Chelmsford);
- 1.4.2 Disabled Students’ Rep (Cambridge) and (Chelmsford);
- 1.4.3 International Rep (Cambridge) and (Chelmsford);
- 1.4.4 LGBT+ Students’ Rep (Cambridge) and (Chelmsford);
- 1.4.5 Trans Students’ Rep (Cambridge) and (Chelmsford); and
- 1.4.6 Womens’ Rep (Cambridge) and (Chelmsford).

1.5 There shall be eleven part-time Faculty Reps elected in accordance with the Elections Bye Law:

- 1.5.1 Arts, Humanities and Social Sciences Faculty Rep (Cambridge) and (Chelmsford);
- 1.5.2 Health, Education, Medicine and Social Care Faculty Rep (Cambridge x2), (Chelmsford x2) and (Peterborough);
- 1.5.3 Science & Engineering Faculty Rep (Cambridge) and (Chelmsford); and
- 1.5.4 Business and Law Faculty Rep (Cambridge) and (Chelmsford).

1.6 There will be an election of NUS National Conference Delegates held in the first term of the academic year, in accordance with the rules and regulations set out by NUS.

2. Terms of office

2.1 The term of office of the Full-Time Officers, Campaign Reps and Faculty Reps shall be from the 1 July to the 30 June the following year. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. There will be a handover period of at least one week.

2.2 Full-Time Officers shall be remunerated in line with their terms and conditions of service.

2.3 The Term of Office for a Campaign or Faculty Rep will be terminated before the next balloting period if they are no longer registered as a student.

3. Responsibilities

3.1 The duties of all Executive Committee Members are to:

- 3.1.1 represent students; attend and support all democratic meetings and gather student views, opinions, ideas and feedback;
- 3.1.2 work in the direction of the vision, mission, values and strategic priorities of the Students' Union;
- 3.1.3 work to maximise communication with students;
- 3.1.4 encourage participation in Union activities, in particular act as a champion for meetings, elections and campaigns;
- 3.1.5 represent individuals, groups and the body of students to the University, National Union of Students, community and policy forming bodies, including attending meetings of such organisations;
- 3.1.6 champion liberation, equality, diversity and inclusion;
- 3.1.7 attend training courses and other opportunities for personal and professional development;
- 3.1.8 attend meetings as appropriate
- 3.1.9 to plan activities and review progress; and
- 3.1.10 comply with all regulations, policies and protocols of the Union.

3.2 The duties of all Full-Time Officers are to:

- 3.2.1 act as an Officer Trustee and member of the Board of Trustees with ultimate responsibility for directing the affairs of the Union;
- 3.2.2 act as a member of the Executive Committee & its Sub-Committees;
- 3.2.3 lead priority campaigns to promote change for the benefit of students and support all campaigns organised by the Union;
- 3.2.4 hold regular meetings with relevant members of the Vice Chancellor's Group and Corporate Management Team and attend other meetings with the University appropriate to the role; and
- 3.2.5 work such hours and in locations required to satisfy the duties of the post to maximise benefit to students.

3.3 The responsibilities of the President be to:

- 3.3.1 chair the Executive Committee
- 3.3.2 provide day-to-day support for the Full-Time Officers, championing accountability and communication;
- 3.3.3 act as the primary spokesperson and figurehead for the Union to the University;
- 3.3.4 Chair the Board of Trustees with line management responsibility for the Chief Executive;
- 3.3.5 represent the Union at the annual National Union of Students National Conference;
- 3.3.6 lead on significant campaigns and projects, working closely with the Chief Executive and fulfil any other appropriate needs of the Union that are not covered by another Full-Time Officer;
- 3.3.7 act as the Student Governor on the University's Board of Governors and relevant sub-committees; and
- 3.3.8 act as the main point of contact with the National Union of Students.

3.4 The responsibilities of all Vice Presidents are to:

- 3.4.1 act as the lead representative for a faculty or faculties;
- 3.4.2 chair a regular student feedback forums to gather views, opinions, ideas and feedback;
- 3.4.3 implement ideas and projects to improve the experience of students within the faculty or faculties;
- 3.4.4 lead and support all elected representatives and volunteers within the faculty or faculties and Union;
- 3.4.5 provide effective academic representation and prioritise the wider development of representation within the University;
- 3.4.6 prepare for and attend Faculty & University meetings on which they are a member;
- 3.4.7 proactively campaign on matters relating to wellbeing and welfare (including but not limited to accommodation, belief, equal opportunities, housing, finance, safety and religion); and
- 3.4.8 champion the benefits and growth of co-curricular and extra-curricular activities and opportunities.

3.5 The responsibilities of all Campaign Reps are to:

- 3.5.1 act as a member of the Liberation, Equality, Diversity and Inclusion Committee;
- 3.5.2 lead campaign(s) to promote change to the benefit of students who identify into their campaign and support all campaigns organised by the Union;

3.6 The responsibilities of all Faculty Rep are to:

- 3.6.1 act as a member of the Faculty Voice Committee;
- 3.6.2 support all campaigns organised by the Union;
- 3.6.3 attend and support a regular Faculty Forum to gather views, opinions, ideas and feedback;
- 3.6.4 implement ideas and projects to improve the experience of students within the faculty or faculties;
- 3.6.5 provide effective academic representation;
- 3.6.6 prepare for Faculty and University committees on which they are a member and
- 3.6.7 act as a deputy for the relevant Vice President when appropriate.

3.7 The sole responsibility of all National Conferences Delegates shall be to represent the Union at the annual National Union of Students National Conference.

Bye Law 4: Elections

1. Returning Officer

1.1 The Returning Officer shall be a member of staff from the National Union of Students.

1.2 The Returning Officer shall:

- 1.2.1 be responsible for the proper conduct of the elections;
- 1.2.2 be responsible for interpreting the election regulations;
- 1.2.3 be responsible for producing and publicising an elections timetable.;
- 1.2.4 make arrangements to publicise the location of voting stations together with a list of candidates;
- 1.2.5 ensure that provision is made for all members of the Union to vote;
- 1.2.6 rule on any contravention of the election regulations

- 1.2.7 recommend the disqualification of candidates from an election for contravention of the Articles or the Education Act 1994; and
- 1.2.8 undertake any duties necessary to ensure the fair and proper conduct of the election process.

2. Deputy Returning Officer

2.1 There shall be a Deputy Returning Officer who shall be the Chief Executive or nominee.

2.2 The Deputy Returning Officer shall be responsible for the following:

- 2.2.1 assisting the Returning Officer in the execution of his/her duties; and
- 2.2.2 acting in the absence of the Returning Officer.

3. Timing of elections

3.1 The election of the Full-Time Officers, Campaign Reps and Faculty Reps shall take place in the second semester prior to the Easter holiday.

3.2 There will be an election of NUS National Conference Delegates held in the first term of the academic year, in accordance with the rules and regulations set out by NUS.

3.3 The dates of all elections, related timetables and a copy of the Election regulations shall be posted on the Union website & notice boards at least 18 University working days prior to the first day of balloting.

4. Eligibility & Nominations

4.1 Any Student Member of the Union, as defined in Article 9 of the Articles of Association is eligible to stand for election.

4.2 For elections to Campaign and Faculty Rep positions, all members normally studying at that campus are eligible to stand.

4.3 Candidates wishing to stand are required to complete a nomination form.

4.4 Candidates may not stand for more than one elected position, with the exception of standing additionally for National Conference Delegate.

5. Manifestos

- 5.1 Candidates for any all positions must produce a manifesto.
- 5.2 The manifesto shall be a minimum of 10 words submitted online and a photograph must be provided.
- 5.3 The Students' Union has the right to reproduce the manifesto but may not alter the content or layout in any way. The Students' Union reserves the right not to publish a manifesto that contains defamatory material or material that contravenes the Union's Equal Opportunities Policy. The Returning Officer (or nominee) will decide if manifesto material is defamatory or contravenes the Union's Equal Opportunities Policy and their decision is final.
- 5.4 Manifestos will be printed unabridged, with any spelling or grammatical mistakes left uncorrected by the Students' Union.
- 5.5 Once submitted all manifestos shall be checked to ensure compliance with the Students' Union Policies or Articles and these Bye Laws. If the nominee has any issues with the content of the manifesto, the candidate shall be given the opportunity to resubmit the manifesto.
- 5.6 The Returning Officer, or their Deputy, shall be responsible for the oversight and fair running of any formal hustings/candidate question times.
- 5.7 Candidates will receive copies of the elections regulations to which they must adhere before balloting starts.

6. Balloting

- 6.1 Balloting shall be held over a period of five University working days, concluding on the fifth day and will be conducted through an online ballot
- 6.2 All members of the Union may vote for any full time position once they have completed the security procedures in place at the time. Campaign and Faculty Rep campus-specific posts may only be elected by members of the Union from that campus.
- 6.3 Any member of the Union who defines into the student group which a campaign rep represents will be eligible to vote in that election.
- 6.4 Voting for Campaign and Faculty Rep posts will be restricted to members normally studying at that campus.
- 6.5 Ballots shall bear the name of each candidate and the position being contested and a re-open nominations option.
- 6.6 The elections shall be held in accordance with the Single Transferable Vote system or Alternative Transferable Vote system as applicable, as specified in the Electoral Reform Society publication "How to conduct an election by Single Transferable Vote" and shall be the adopted voting system.
- 6.7 The returning officer will be responsibility for the oversight and running of any formal or informal hustings

7. Expenses

- 7.1 Candidates' campaign budgets and rates for photocopying will be publicised in advance of the elections. Provision will be made for the appropriate use of Union facilities. Expenditure for any elections materials will be reimbursed on production of receipts, provided that the expenses limit is not breached.
- 7.2 If anyone is found to be providing false information on expenditure this is a breach of election regulations and the candidate, at the discretion of the Returning Officer, could be disqualified from the election.

8. Media

- 8.1 The Union may produce a manifesto document on behalf of all candidates, at no cost to the candidates.
- 8.2 Candidates may use any election material they wish, as long as it conforms to the election regulations.
- 8.3 Material produced on behalf of the candidate must not be of a defamatory nature and may not mention any other candidates in any other Students' Union election unless they are part of an official slate. It must conform to the Students' Union Equal Opportunities policy.

9. Bye Elections

- 9.1 A Bye Election may be called by the Returning Officer following if at any time there is a vacancy for a Full-Time Officer, Campaign or Faculty Rep position through no candidate standing for election or the removal/withdrawal of an Elected Officer or a previously Elected Officer is no longer a Student Member.
- 9.2 Bye Elections shall be overseen by the Returning Officer, or their delegate, in the same way as a normal election.

10. The Count

- 10.1 The count shall be conducted by the Returning Officer, or nominee.
- 10.2 Each candidate shall have the right to send a representative to attend the count.
- 10.3 The count shall take place in a closed area.
- 10.4 The count shall begin as soon as is practical after the close of balloting.
- 10.5 The Returning Officer, or nominee, will witness the online votes being counted.

12. Declaration of Results

- 12.1 The declaration of the results of a Union election shall be made at the completion of the count and posted on the Union website and notice boards.

13. Disputes

- 13.1 Any complaints must be received by the Returning Officer, or their nominee, before the count starts.
- 13.2 Any complaint received must be in writing and clearly state which regulation has been broken, by whom and supply any evidence that they have in their possession. The complainant must provide their full name and contact details.
- 13.3 Any complaint regarding the count must be received within five University working days of the count being published.
- 13.4 In the event of the Deputy Returning Officer receiving a complaint, they shall investigate the complaint and any evidence accompanying it and then shall report their findings and submit any evidence they may possess to the Returning Officer.
- 13.5 The Returning Officer and Deputy Returning Officer will make a decision based on the investigation and evidence provided to them.
- 13.6 At the end of the elections period the Returning Officer will compile a report of the conduct of the elections.
- 13.7 If the complainant is dissatisfied with the decision they may appeal to the Returning Officer in writing no later than 7 days after the decision was made. The Returning Officer will investigate the appeal and make a decision which shall be final and shall notify the complainant within 14 days of the appeal being lodged under normal circumstances.

14. Conduct

14.1 All members of the Union shall act in the interests of a fair election.

14.2 All candidates and their campaigners shall act in accordance with the Election Regulations including any additional rules imposed by the Returning Officer.

14.3 Candidates are responsible for their campaign and the conduct of their campaigners.

14.4 Any candidates found to be in breach of any of the Regulations shall, at the discretion of the Returning Officer, be disqualified from the election.

14.5 All candidates and their supporters shall abide by the Equal Opportunities policy at all times during the election.

14.6 All Union staff and Union members are bound by the Staff/Student Protocol in relation to elections.

Bye Law 4: Elections

1. Returning Officer

1.1 The Returning Officer shall be a member of staff from the National Union of Students.

1.2 The Returning Officer shall:

- 1.2.1 be responsible for the proper conduct of the elections;
- 1.2.2 be responsible for interpreting the election regulations;
- 1.2.3 be responsible for producing and publicising an elections timetable, in conjunction with the Elections Committee;
- 1.2.4 make arrangements to publicise the location of voting stations together with a list of candidates as agreed in the Elections Committee;
- 1.2.5 ensure that provision is made for all members of the Union to vote;
- 1.2.6 bring any contravention of the election regulations to the attention of the Elections Committee;
- 1.2.7 be able to speak but not vote during Elections Committee meetings;
- 1.2.8 recommend the disqualification of candidates from an election for contravention of the Articles or the Education Act 1994; and
- 1.2.9 undertake any duties necessary to ensure the fair and proper conduct of the election process.

2. Deputy Returning Officer

2.1 There shall be a Deputy Returning Officer who shall be the Chief Executive or nominee.

2.2 The Deputy Returning Officer shall be responsible for the following:

- 2.2.1 assisting the Returning Officer in the execution of his/her duties; and
- 2.2.2 acting in the absence of the Returning Officer.

3. Timing of elections

3.1 The election of the Full-Time Officers, Campaign Reps and Faculty Reps shall take place in the second semester prior to the Easter holiday.

3.2 There will be an election of NUS National Conference Delegates held in the first term of the academic year, in accordance with the rules and regulations set out by NUS.

3.3 The dates of all elections, related timetables and a copy of the election regulations shall be posted on the Union website & notice boards at least 18 University working days prior to the first day of balloting.

4. Elections Committee

4.1 Membership

4.1.1 The Elections Committee will be chaired by the Returning Officer (or nominee) and is made up of the following people, prohibited from standing for election, with voting rights:

- 4.1.1.1 The Deputy Returning Officer;
- 4.1.1.2 The Full-Time Officers; and
- 4.1.1.3 Four students nominated by the Student Members Meeting who are not standing in the election.

4.2 The Elections Committee may also be attended by the following people, prohibited from standing for election:

- 4.2.1 Campaign and Faculty Reps;

- 4.2.2 A member of staff from each of the core campuses with automatic speaking rights;
- 4.2.3 A guest or consultant invited to attend to speak on an issue;
- 4.2.4 Other staff members as requested/required; and
- 4.2.5 Other students as requested/required.

4.3 The quorum for the Elections Committee shall be 60% of the total voting membership.

4.4 Function

4.4.1 The Elections Committee shall:

- 4.4.1.1 agree and publish elections regulations in accordance with these Bye Laws;
- 4.4.1.2 create a year long elections timetable;
- 4.4.1.3 create an easy process for students to nominate, campaign and vote;
- 4.4.1.4 review the candidate training;
- 4.4.1.5 review the voting regulations;
- 4.4.1.6 ensure a co-ordinated and consistent branding for elections across all available media;
- 4.4.1.7 investigate and facilitate alternative methods of campaigning and voting; and
- 4.4.1.8 have in mind at all time the need to increase voter turnout and nominations.

5. Eligibility & Nominations

- 5.1 Any Student Member of the Union, as defined in Article 9 of the Articles of Association is eligible to stand for election.
- 5.1 For elections to Campaign and Faculty Rep positions, all members normally studying at that campus are eligible to stand.
- 5.2 For Campaign Rep positions, all Student Members who identify into that Campaign group are eligible to stand.
- 5.3 Candidates wishing to stand are required to complete a nomination form.
- 5.4 Candidates may not stand for more than one elected position, with the exception of standing additionally for National Conference Delegate.

6. Manifestos

- 6.1 Candidates for any all positions must produce a manifesto.
- 6.2 The manifesto shall be a minimum of 10 words submitted online and a photograph must be provided.
- 6.3 The Students' Union has the right to reproduce the manifesto but may not alter the content or layout in any way. The Students' Union reserves the right not to publish a manifesto that contains defamatory material or material that contravenes the Union's Equal Opportunities Policy. The Returning Officer (or nominee) will decide if manifesto material is defamatory or contravenes the Union's Equal Opportunities Policy and their decision is final.
- 6.4 Manifestos will be printed unabridged, with any spelling or grammatical mistakes left uncorrected by the Students' Union.
- 6.5 Once submitted all manifestos shall be checked by a nominee of the Elections Committee to ensure compliance with the Students' Union Policies or Articles and these Bye Laws. If the nominee has any issues with the content of the manifesto, the candidate shall be given the opportunity to resubmit the manifesto.
- 6.6 The Returning Officer, or their Deputy, shall be responsible for the oversight and fair running of any formal hustings/candidate question times.

6.7 Candidates will receive copies of the elections regulations to which they must adhere before balloting starts.

7. Balloting

7.1 Balloting shall be held over a period of five University working days, concluding on the fifth day and will be conducted through an online ballot

7.2 All members of the Union may vote for any full time position once they have completed the security procedures in place at the time. Campaign and Faculty Rep campus-specific posts may only be elected by members of the Union from that campus.

7.3 Any member of the Union who defines into the student group which a campaign rep represents will be eligible to vote in that election.

7.4 Voting for Campaign and Faculty Rep posts will be restricted to members normally studying at that campus.

7.5 Ballots shall bear the name of each candidate and the position being contested and a re-open nominations option.

7.6 The elections shall be held in accordance with the Single Transferable Vote system or Alternative Transferable Vote system as applicable, as specified in the Electoral Reform Society publication "How to conduct an election by Single Transferable Vote" and shall be the adopted voting system.

7.7 The returning officer will be responsibility for the oversight and running of any formal or informal hustings

8. Expenses

8.1 The Elections Committee will set budgets for candidates' campaigns and rates for photocopying, which will be publicised in advance of the elections. It will also make provision for the use of Union facilities. Expenditure for any elections materials will be reimbursed on production of receipts, provided that the expenses limit is not breached.

8.2 If anyone is found to be providing false information on expenditure this is a breach of election regulations and the candidate, at the discretion of the Returning Officer, could be disqualified from the election.

9. Media

9.1 The Union may produce a manifesto document on behalf of all candidates, at no cost to the candidates.

9.2 Candidates may use any election material they wish, as long as it conforms to the election regulations.

9.3 Material produced on behalf of the candidate must not be of a defamatory nature and may not mention any other candidates in any other Students' Union election unless they are part of an official slate. It must conform to the Students' Union Equal Opportunities policy.

10. Bye Elections

10.1 A Bye Election may be called by the Returning Officer following if at any time there is a vacancy for a Full-Time Officer, Campaign or Faculty Rep position through no candidate standing for election or the removal/withdrawal of an Elected Officer or a previously Elected Officer is no longer a Student Member.

10.2 Bye Elections shall be overseen by the Returning Officer, or their delegate, in the same way as a normal election.

11. The Count

- 11.1 The count shall be conducted by the Returning Officer, or nominee.
- 11.2 Each candidate shall have the right to send a representative to attend the count.
- 11.3 The count shall take place in a closed area.
- 11.4 The count shall begin as soon as is practical after the close of balloting.
- 11.5 The Returning Officer, or nominee, will witness the online votes being counted.

12. Declaration of Results

- 12.1 The declaration of the results of a Union election shall be made at the completion of the count and posted on the Union website and notice boards.

13. Disputes

- 13.1 Any complaints must be received by the Returning Officer, or their nominee, before the count starts.
- 13.2 Any complaint received must be in writing and clearly state which regulation has been broken, by whom and supply any evidence that they have in their possession. The complainant must provide their full name and contact details.
- 13.3 Any complaint regarding the count must be received within five University working days of the count being published.
- 13.4 In the event of the Deputy Returning Officer receiving a complaint, they shall investigate the complaint and any evidence accompanying it and then shall report their findings and submit any evidence they may possess to the Returning Officer.
- 13.5 The Returning Officer and Deputy Returning Officer will make a decision based on the investigation and evidence provided to them.
- 13.6 At the end of the elections period the Returning Officer will compile a report of the conduct of the elections.
- 13.7 In the event of a complaint being made against any member of the Elections Committee the Deputy Returning Officer will judge whether the complaint about the alleged action is worthy of investigation and if so, he/she will investigate and decide what action to take.
- 13.8 If the complainant is dissatisfied with the decision they may appeal to the Returning Officer in writing no later than 7 days after the decision was made. The Returning Officer will investigate the appeal and make a decision which shall be final and shall notify the complainant and Elections Committee within 14 days of the appeal being lodged under normal circumstances.

14. Conduct

- 14.1 All members of the Union shall act in the interests of a fair election.
- 14.2 All candidates and their campaigners shall act in accordance with the Election Regulations including any additional rules imposed by the Returning Officer.
- 14.3 Candidates are responsible for their campaign and the conduct of their campaigners.
- 14.4 Any candidates found to be in breach of any of the Regulations shall, at the discretion of the Returning Officer, be disqualified from the election.
- 14.5 All candidates and their supporters shall abide by the Equal Opportunities policy at all times during the election.
- 14.6 All Union staff and Union members are bound by the Staff/Student Protocol in relation to elections.

BYE-LAW 5 Student-led Societies

Societies should provide a positive, transformative experience for their members. The purpose of this Bye-Law is to provide structure and guidance for successfully running Union-affiliated Societies.

1. Terms of Affiliation

- 1.1 The term 'Society' relates to student-led interest groups that run activities or events for the benefit of other students at Anglia Ruskin University.
- 1.2 Societies that run sporting activities will be recreational and are supported and governed separately from the Sports Clubs run by Anglia Ruskin University.
- 1.3 A Society will be recommended for affiliation by the Union if it complies with the principles outlined in the Society Handbook.
- 1.4 A proposed Society can be denied affiliation by the relevant SU staff member responsible for Societies.
- 1.5 The committee of the proposed Society can appeal the denial of affiliation at the Society Forum.

2. Society Forum

- 2.1 There will be a regular Society Forum that shall be the platform for feedback and discussion for all Union-affiliated Societies.
- 2.2 Further details regarding the function of the Society Forum will be outlined in the Society Handbook.
- 2.3 The Society Forum may refuse affiliation for proposed groups on grounds outlined in the affiliation section of the Societies Handbook.
- 2.4 Appeals should be submitted to the Executive Committee. The decision of the Executive Committee is final.

3. Process of Approval

- 3.1 If the Society Forum approves the affiliation of the Society, the group's affiliation will be categorised as pending with a deadline to reach a designated number of full members.
- 3.2 Principles of affiliation for Societies are outlined in the Society Handbook.

4. Societies Handbook

- 4.1 The Societies Handbook will be the guidance document for all Union-affiliated Societies and will include all relevant policies for Societies.

- 4.2 The Societies Handbook will be kept up to date by a member of Union staff from the department responsible for societies.
- 4.3 Any changes to policies outlined in the Societies Handbook will be overseen by the Manager from the department responsible for Societies.
- 4.4 Any proposed changes to policies will be shared at Societies Forum for feedback prior to them being approved.

5. Terms of Membership

- 5.1 Any current ARU Students' Union member can join an affiliated Society.
- 5.2 A non-member may join a Union-affiliated Society in line with the Associate Membership policy in the Societies Handbook.
- 5.3 Committee members and members of Union-affiliated sport societies must have valid Activities Insurance before taking part in the group's activities.
- 5.4 Committee members should themselves purchase a membership to their Society.

6. Group Finances

- 6.1 Union-affiliated Societies will ensure that they follow the financial policies for their student group accounts as outlined in the Societies Handbook.
- 6.2 Any Societies who contravene these policies will be subject to the Society Complaints and Disciplinary Procedure.

7. Grants Committee and Allocations

- 7.1 The procedure of allocating the Grants funding to Union-affiliated Societies shall be through the Grants Committee.
- 7.2 The criteria and process of allocating Grants funding to Societies will be detailed in the Grants Policy in the Societies Handbook.

8. Elections and AGM

- 8.1 Societies shall hold an Annual General Meeting in the second semester prior to the committee elections.
- 8.2 The Society shall hold an election for each committee role during a period determined by the Students' Union. Guidelines for committee elections are provided in the Societies Handbook.
- 8.3 Once the election has taken place, the outgoing committee must follow the Handover Policy outlined in the Societies Handbook.

9. Club and Society Committee Expectations

- 9.1 There is a set of expectations for committee members outlined in the Societies Handbook.
- 9.2 If a committee member is not fulfilling their role, the committee member can be subject to the Performance Management Policy outlined in the Societies Handbook.

10. Complaints and Disciplinaries

- 10.1 There is a Complaints and Disciplinary Procedure for Union-affiliated Societies.
- 10.2 This procedure applies to members and committee members of Union-affiliated Societies and relates to Society matters.
- 10.3 For complaints relating to matters outside of Union-affiliated Society activities, the University or Union Complaints Procedure will be followed.

DRAFT

Bye Law 6:

Executive Committee & its Sub-Committees

Purpose: This Bye Law outlines the roles, responsibilities and ways of working of the Executive Committee and its two Sub-Committees.

1. Terms of Reference

1.1 The purpose of the Executive Committee shall be to:

- 1.1.1 Ensure policies passed by Student Members are upheld and implemented appropriately
- 1.1.2 Lead the delivery of the representation and campaigning work of the Union
- 1.1.3 To consider and recommend the adoption of ideas suggested by students
- 1.1.4 To oversee the use of the Union campaigns budget
- 1.1.5 To ensure Union representation and campaigns consider and promote liberation, equality, diversity and inclusion.
- 1.1.6 To elect a Deputy President from within the Full Time Officer Team.

2. Membership

2.1 The Executive Committee shall be made up of the Elected Officers of the Union:

- 2.1.1 The Full Time Officers (President; Vice President (Arts, Humanities and Social Sciences); Vice President (Business and Law); Vice President (Health, Education Medicine and Social Science); Vice President (Science and Engineering);
- 2.1.2 The Faculty Reps (Arts, Humanities and Social Science Faculty Reps (Cambridge) and (Chelmsford); HEMS Faculty Reps (Cambridge x2), (Chelmsford x2) and (Peterborough); Science & Engineering Faculty Reps (Cambridge) and (Chelmsford); and Business and Law Faculty Reps (Cambridge) and (Chelmsford).
- 2.1.3 The Campaign Reps (Black and Minority Ethnic (BME) Students' Rep (Cambridge) and (Chelmsford); Disabled Students' Rep (Cambridge) and (Chelmsford); International Rep (Cambridge) and (Chelmsford); LGBT+ Students' Rep (Cambridge) and (Chelmsford); Trans Students' Rep (Cambridge) and (Chelmsford); and Women's Rep (Cambridge) and (Chelmsford).

3. Organisation

- 3.1 Meetings shall be held monthly during term time on a date set by the Chair, with at least five working days' notice.
- 3.2 The Chair shall be the President.
- 3.3 Extraordinary meetings may be called at the discretion of the Chair or by request of a simple majority of ordinary members to the Chair.

4. Faculty Voice Committee

4.1 The Faculty Voice Committee shall be a Sub-Committee of the Executive Committee and meet as necessary to:

- 4.1.1 Discuss and draw together key issues and/or themes across faculties
- 4.1.2 Plan and implement ideas, projects and campaigns to improve the educational experience of students in their Faculties

4.2 The membership of the Faculty Voice Committee shall be all Full-Time Officers and all Faculty Reps

4.3 The Committee shall elect a chair from within their membership.

- 4.4 Meetings of the committee shall be called as deemed necessary by the Chair of the committee or at the request of a simple majority of members.

5. Liberation, Equality, Diversity and Inclusion Committee
 - 5.1 The Liberation, Equality, Diversity and Inclusion Committee shall be a Sub-Committee of the Executive Committee and meet as necessary to:
 - 5.1.1 Discuss and draw together key issues and/or themes relating to the liberation, equality, diversity and inclusion of students.
 - 5.1.2 Plan and implement ideas, projects and campaigns to improve the experience of the students they represent within their named portfolios.
 - 5.2 The membership of the Liberation, Equality, Diversity & Inclusion Committee shall be all Full-Time Officers and all Campaign Reps.
 - 5.3 The committee shall elect a Chair from within their membership.
 - 5.4 Meetings of the committee shall be called as deemed necessary by the Chair of the committee or at the request of a simple majority of members.

6. Quorum & Accountability
 - 6.1 Quorum for all committees and sub-committees shall be at least half of the elected members of that committee.
 - 6.2 Executive Committee Members shall be held to account through the Student Members Meeting.