



BYE-LAWS TO THE CONSTITUTION

OF

THE UNION OF BRUNEL STUDENTS

February 2022



Contents

Bye-Law A: Powers and Processes of the Trustees	2
Bye-Law B: Elections Procedures	7
Bye-Law C: Student Officers of the Union	17
Bye- Law D: Policy	20
Bye-Law E: Referenda	22
Bye-Law F: General Meetings	26
Bye-Law G: Student Assembly	30
Bye-Law H: Standing Committees.....	37
Bye-Law I: Executive Committee	39
Bye-Law J: Societies Guild and Societies.....	43
Bye-Law K-: Team Brunel and Clubs	47
Bye-Law L: Rules for the Conduct of General Meetings and Student Assembly (Standing Orders)	51
Bye-Law M: Democracy Committee	59
Bye Law N: Complaints Procedure.....	62
Bye Law O: Disciplinary Procedures.....	65
Bye-Law P: Equality and Diversity Policy	69
Bye-Law Q: Proxies.....	71
Bye-Law R: Postal or email voting.....	73
Bye-law S: Accountability Open Forum	75



Bye-Law A: Powers and Processes of the Trustees

1. There shall be a Trustee Board of the Union that shall act as the legal, fiscal and strategic Governing Body of the Union.
2. The Union Trustees shall be the people responsible under the Union's Constitution for controlling the management and administration of the Union.

Frequency

3. There shall be a minimum of 4 and a maximum of 8 meetings of Trustee Board per calendar year.
4. Notification of each meeting shall be given at least 10 working days in advance of the meeting and agendas shall be circulated at least 5 working days in advance of the meeting.

Membership

5. Persons who make up the Trustee Board are outlined in clauses 19 – 21 of the Constitution.

Powers

6. The Union's Trustees are ultimately responsible for everything that the Union does; they must act reasonably and prudently in all matters relating to the Union and are accountable for all decisions made and undertaken by the Union. To ensure good management of the Union, the Trustee Board shall have the following powers:
 - 6.1 Set and maintain the Union's vision, mission and values:
 - 6.1.1 The Trustee Board has the ongoing responsibility for maintaining and reviewing the essential purpose of the union.
 - 6.1.2 The Trustee Board is responsible for promoting, and guarding, the vision, mission, and values of the Union.
 - 6.2 Develop Strategy:
 - 6.2.1 Together, the Trustee Board and Chief Executive Officer are responsible for developing long-term strategy of the union.



6.2.2 Meeting agendas of the Trustee Board should reflect the key points of the strategy to keep the organisation on track.

6.3 Establish and monitor policies:

6.3.1 The Trustee Board shall create policies to govern Union activity. Amongst others these shall cover:

- i. Guidance for staff;
- ii. Systems for reporting and monitoring;
- iii. An ethical framework for everyone connected with the organisation;
- iv. Conduct of trustees and board business.

6.4 Set up employment procedures:

6.4.1 The Trustee Board shall be responsible for creating comprehensive, fair and legal personnel policies. These protect the union and those who work for it. They should cover:

- i. Recruitment;
- ii. Support;
- iii. Appraisals;
- iv. Remuneration;
- v. Discipline.

6.5 Ensure compliance with the Constitution:

6.5.1 The Constitution is the binding governing document of the Union. The Trustees shall ensure that it is followed. In particular, the Union's activities must comply with its objects as outlined in Clause 4 of the Constitution.

6.6 Ensure accountability:

6.6.1 The Trustees shall ensure that the Union fulfils accountability as required by law to:

- i. The Charity Commission;
- ii. Her Majesty's Revenue and Customs;
- iii. Registrar of Companies (if it is a company limited by guarantee).

6.6.2 The Trustees shall also ensure that the Union is accountable to:

- i. Donors;
- ii. Beneficiaries;
- iii. Staff;
- iv. Volunteers;
- v. Members.



6.6.3 The Trustees shall be responsible for ensuring that annual reports and accounts of the Union are published and are presented to the Members.

6.7 Ensure compliance with law:

6.7.1 The Trustees are responsible for ensuring that all the Union's activities are legal. The Trustees shall exercise a duty of care and skill as is reasonable in all circumstances relating to the Union.

6.8 Maintain proper fiscal oversight:

6.8.1 The Trustees are responsible for effectively managing the Union's resources; investments, cash, land, intellectual property, staff and reputation so that it can meet its objects. The Trustee Board shall:

- i. Secure sufficient resources to fulfil the mission;
- ii. Approve the annual financial statement and budget;
- iii. Protect the organisation against liability by providing insurance;
- iv. Participate in fundraising;
- v. Ensure legal compliance.

6.9 Select and support the Chief Executive Officer:

6.9.1 The Trustee Board has the ultimate responsibility for the Union. They exercise this power through selecting and supporting a Chief Executive Officer. They are responsible for monitoring both the Union's performance; and for reviewing the Chief Executive's performance.

6.10 Respect the role of staff:

6.10.1 The Trustee Board recognises and respects the domain of staff responsibility. At the same time, it creates policy to guide staff activities and safeguard the interests of the Union.

6.11 Maintain effective board performance:

6.11.1 The Trustee Board is responsible for monitoring its own effectiveness. To do so it should engage in:

- vi. Productive Trustee Board meetings;
- vii. General development activities;
- viii. Regular performance reviews;
- ix. Partnership with consultants where necessary.



6.12 Collective decision making:

6.12.1 Trustees shall, within their shared responsibilities and decision making, act collectively. Trustees can act by majority, but all Trustees shall be collectively responsible for decisions made by Trustees.

Processes

7. Promotion of the Union:

7.1 Through their own behaviours, their governance oversight, and their activities on behalf of the Union the Trustees shall look to enhance and protect the reputation of the Union by acting as key ambassadors of the Union.

7.2 Conflict of interest:

7.2.1 Trustees must avoid any conflict between their personal interests and those of the Union. Trustees must not put themselves in a position where personal interests conflict with the interests of the Union. No Trustee shall profit from the Union.

7.3 Trustee Meetings:

7.3.1 The order of business for meetings of Trustee Board shall be as follows:

- i. Apologies;
- ii. Minutes of previous meetings;
- iii. Matters arising;
- iv. Relevant Business;
- v. Student Officer Reports;
- vi. Staff Reports;
- vii. Future Activities and goals;
- viii. Any Other Business;
- ix. Date of Next Meeting;

7.4 Sufficient resources shall be allocated to the recruitment and training of Trustees so as to reflect best practise within the charity sector and to ensure correct understanding and knowledge of the Union by the Trustees.

Appointment of Student Trustees

8. Subject to clause 21 of the Constitution, Student Trustees shall be nominated by the Appointments Committee.



- 8.1 Following nomination by the appointments committee Student Trustees shall be elected by secret ballot of the Members. Voting and counting processes will be in accordance with Bye-law B, Clause 24 to 30.
- 8.2 Candidates are not encouraged to actively campaign. All candidates upon nomination will be invited to submit a photo and statement to appear on their nomination. Statements are limited to 150 words.
9. The term of office for the role of Student Trustee will normally be from the 1st of June in any given year.

Appointments Committee

10. The Appointments Committee shall consist of:
 - i. Chair of Trustees
 - ii. Chief Executive
 - iii. A person nominated by the University
 - iv. Two Students' Union Officers (appointed by the Officers),
 - v. Two non-Officer members of Student Assembly (appointed by the Student Assembly),
 - vi. The Chair of Student Assembly
 - viii. A nominee of the Trustee Board (appointed by the Trustees. This post cannot be held by a Student Officer).
- 10.1 The Appointments Committee shall be chaired by the Chair of Trustee Board;
11. Role and Responsibilities
 - 11.1 To select Independent Trustees for approval by Student Assembly
 - 11.2 To nominate candidates for the role of Student Trustee



Bye-Law B: Elections Procedures

This Bye Law sets out the basic principles on which elections are held at The Union of Brunel Students. The membership and eligibility to stand for election are set in this bye law alongside the process for holding each of the elections in the Union calendar. The rules for the organisation of the election and the conduct of candidates, campaigners and election officials are also found in this bye law.

Membership and Eligibility

1. Only full members of the Union may stand in, or nominate others for Election.
2. As outlined below only members within the relevant Union bodies shall be eligible to be nominated or vote;
 - 2.1 Officers, Chairs of Standing Committees and the Executive Committee shall be nominated from amongst their representative group, and voted for by full members. With the exception of:
 - 2.1.1 Liberation Officers; who shall be nominated from amongst, and voted for by, full members who self-define into the relevant liberation group. With the exception of the Gender, Diversity and Inclusion Officer, who will be open to all full members.
 - 2.1.2 College Education and Welfare Officers, who shall only be nominated from amongst and by their respective colleges, all full members shall be entitled to vote.
 - 2.2 Department representatives shall be nominated from amongst, and voted for by students from, the same department of study.
 - 2.3 Community members of Student Assembly and all NUS Conference Delegates shall be nominated from, and voted for by, all members.
 - 2.4 Student representatives shall only be nominated from and voted for in a secret ballot of students from an agreed designated area of study.
 - 2.5 Societies Guild Committee positions shall only be available to members of the Union who have joined an active Union Society at least one month prior to the declaration of Election. The posts may only be voted on by those members who hold society's guild membership.
 - 2.6 Team Brunel Committee positions shall only be available to members of the Union who have joined an active sporting club at least one month prior to the declaration of Election. The posts may only be voted on by those members holding official Team Brunel membership.



3. The nominated officer shall automatically be Delegation Leader at NUS Conference.
4. Candidates may only stand for one position; in a voting period with the exception of:
 - i. All NUS Conference Delegates – Candidates for all positions may choose to stand for all NUS Conference delegate positions.
 - ii. Student Trustee – With the exception of candidates for Student Officer who cannot stand for a Student Trustee position.
- 4.1. No candidate can hold more than one voting position on Student Assembly

Notice of Election

5. There shall be the following Elections of the Union:
 - 5.1 The Spring Elections shall be those elections in which the Student Officers, Student Assembly Chair, Standing Committee Chairs, Student Trustees, Liberation Officers, Executive Committee Members, and NUS Delegates are elected (with the exception of the Postgraduate Students Officer). The Spring Elections shall take place in the second term of the academic year before the expected term of office.
 - 5.2 The Autumn Elections shall be those elections in which the Postgraduate Students Officer, and all other Student Assembly Members are elected. The autumn elections will take place in the first term and shall elect members for the current academic year.
 - 5.3 Student Representative Elections shall be those elections in which Course Representatives are elected. They shall take place in the first and third term of the academic year.
 - 5.4 Bye – elections shall be those elections that are called by the returning officer in response to any unfilled posts. These will be held at a time the Democracy Committee deems suitable. The Returning Officer shall provide a timetable for the Bye – elections within five days of receipt of the list of vacant positions from the Chair of Democracy Committee.
6. Notification of elections shall occur as follows;
 - 6.1 Notification of all Union Elections shall be communicated to the membership at least 10 working days prior to the opening of nominations.
 - 6.2 The notice will state the following:
 - a. The positions for which nominations are invited



- b. The date for the opening of nominations
 - c. The date and time for the close of nominations
 - d. Details of how to access nominations forms, election regulations, locations of ballot stations and descriptions of the posts to be filled.
- 6.3 This notice should be communicated to the members of the Union using both print and electronic Media
- 6.3.1 Print Media – The Student Officers shall ensure that the notice of said elections is included within the principal Union publication alongside any additional information deemed necessary.
- 6.3.2 Electronic Media – The Student Officers shall ensure that the notice of said election is communicated across the available electronic media including an election section of the Union Website.

The process of nomination

- 7. The nominations process shall be accessible to all members, and key information relating to the election shall be made available alongside the nomination form. This shall, at minimum, include the Elections Procedures and any supplementary regulations.
- 8. Nominations shall be open for at least five working days.
- 9. Nominations shall only be valid if made on the official published form and correctly completed and submitted. A nominee must also have completed any mandatory requirements outlined in the supplementary regulations for the nomination to be considered valid
- 10. Candidates are responsible for ensuring they are eligible to be nominated for a given position by referring to section 2.1 to 2.9 of this bye law.
- 11. No member may nominate or second more than one candidate for the same position.
- 12. Candidates for the position of Vice President CBASS, CHLS and CEDPS must be students of that particular college.



Delegation of Powers

Returning Officer

13. The Returning Officer shall be delegated powers by Student Assembly and shall take responsibility for Elections. They shall ensure the free and fair running of the elections and shall be responsible for the enforcement of the regulations set out within this bye law.
- 13.1 The Returning Officer shall be approved by Student Assembly on an annual basis; such approval shall then be communicated to the next University Senate, and the Trustee Board.
- 13.2 The Returning Officer shall be a suitable person, who demonstrates the knowledge necessary to fulfil the role and shall be independent from the Union of Brunel Students. The Returning Officer shall not be a student of the University, a member of Union staff or a member of University staff.
- 13.3 The Returning Officer shall oversee all aspects of the Elections process. They shall be responsible for the conduct of the count and the subsequent declaration of results.
- 13.4 The Returning Officer shall be solely responsible for the interpretation of these regulations. The ruling of the Returning Officer shall be final.
- 13.5 The Returning Officer shall, at the close of each election, submit a report to Student Assembly and the Trustee Board outlining the conduct and outcomes of the election. They shall identify what steps are required to resolve any outstanding issue and ensure future elections are free and fair where necessary.
14. The Deputy Returning Officer shall be the senior staff member (or their nominee).
- 14.1 The Deputy Returning Officer shall be responsible for assisting the Returning Officer in their duties and ensuring all decisions are made and implemented properly:
- 14.2 The Deputy Returning Officer shall act as clerk to the Democracy Committee and its Election and Referenda Sub-committee.

Election and Referenda Committee

15. There shall be an Election and Referenda Committee elected as outlined in Bye-Law M, Clause 9 and 10. This committee shall be responsible in the first instance for resolving all disputes relating to Union Elections.
- 15.1 The Democracy Committee shall have a Terms of Reference document which shall outline their role, remit and powers.



- 15.2 The Election and Referenda Committee shall be chaired by an allocated Student Officer. In such cases where all Student Officers are standing in an election, a Chair shall be elected from within the Student Assembly Membership. The Chair of the Election and Referenda Committee shall only hold a casting vote in the case of a tie.
- 15.3 The Election and Referenda Committee shall meet regularly throughout the elections period
- 15.4 All decisions made by the Election and Referenda Committee shall be communicated to the candidates and Returning Officer within 24 hours.
- 15.5 All communication to the Election and Referenda Committee shall be addressed, in writing, to the Chair.
- 15.6 Members of the Election and Referenda Committee shall sign a declaration stating their independence from the elections process.
- 15.7 Should a member of the Election and Referenda Committee wish to stand in a subsequent election, they shall tender their resignation in writing to the Chair of the committee.
- 15.8 Receipt of a nominations form from a member of the Election and Referenda Committee shall be deemed to be an immediate resignation.

General Conduct for Elections

16. Candidates shall abide by the Constitution, its Bye Laws, Union Policy and the Law of the Land throughout the elections process.
- 16.1 The Democracy Committee shall produce annually a set of election regulations which must be submitted to the Student Assembly for approval.
- 16.2 The Election regulations should cover campaigning, canvassing, publicity and the general conduct of candidate's and their campaigners.
- 16.3 Such regulations shall not contradict the spirit or text of any defined statement within these governing documents.
- 16.4 No Supplemental Regulation may be submitted to Student Assembly twice within one academic year.
- 16.5 Any amendments to this Bye-Law must be submitted to Student Assembly at least 2 months before the start of the election to which it is intended to apply.



17. All candidates wishing to run in an election shall adhere to the following rules of campaigning. Failure to observe these will result in an immediate consideration of discipline under the Elections Regulations:
 - 17.1 In terms of publicity the Election and Referenda Committee shall, at the Candidates Briefing outline the permissions gained from the University as to where publicity may be posted.
 - 17.2 All publicity intended to be used by candidates for the promotion of their campaign must be submitted to the Election and Referenda Committee for approval prior to use.
 - 17.3 Where candidates are running in multiple elections, they must ensure that publicity is clearly identified for each separate position.
 - 17.4 In terms of canvassing, it is the responsibility of the candidate to ensure that they have the necessary authority and/or permission to canvass in University owned accommodation.
 - 17.5 There shall be no canvassing allowed within the area outlined around and within the ballot station.
 - 17.6 Candidates or their campaigners shall not enter the area outlined around the ballot station other than to cast their personal vote.
 - 17.7 Any complaints received by the Union regarding the conduct of canvassers throughout the elections period shall be referred to the Election and Referenda Committee for consideration.
 - 17.8 No candidate shall use Union meetings as a forum for campaigning, except where all candidates are invited.
 - 17.9 The use of electronic campaigning shall be permitted in all Union elections. If there are any charges incurred in the use of online campaigning they shall be registered in the same way as all physical campaign resources, and a receipt provided.
 - 17.10 Candidates may use free web-based resources for the duration of the campaign. The use of such resources should be communicated to the Election and Referenda Committee prior to their utilisation.
 - 17.11 The use of SMS messages is permitted.
 - 17.12 Unsolicited emails, SMS messages, posts and spamming, are not permitted, and should members wish to, they may make a complaint.



- 17.13 There must be no 'negative campaigning', such as candidates or their supporters making unsupported attacks on other candidates' manifestos or making attacks of a personal nature against other candidates. Any challenge which is not deemed to be of a personal nature is allowed.
- 17.14 Societies and/or Sports Clubs are free to endorse any candidate provided they hold a hustings, all candidates are invited and a committee meeting follows.

Expenses

18. The Union may allocate resources to candidates, these resources and the amounts shall be agreed by Democracy Committee. In addition to these resources each candidate shall be allowed to spend personal money on campaign materials as outlined below.
19. Student Officers – Each candidate standing for election as a Student Officer shall be permitted to spend up to £100.
20. All other positions – Each candidate in all other Union elections shall be permitted to spend up to £30.
21. Candidates must provide detailed accounts of the expenditure incurred in connection with their election campaigns, including receipts, prior to the election count in order to remain eligible for election.
22. Where candidates are standing for two positions (or more) their overall permitted spend will be calculated as follows; 100% of the first position where this is the greatest allowance + 40% of the second position allowance + 20% of the third position allowance.
23. In the case of material being previously owned by candidates or campaign teams the items must be registered with the Election and Referenda Committee. The Committee shall consider the cost of purchasing said materials and require that this sum be included in the overall calculation of the candidate's accounts and submitted accordingly.

Voting

24. The method of voting in all Union elections shall be the Alternative Transferable Vote where only one position is available and the Single Transferable Vote system where multiple positions exist within the same election.
25. The Election and Referenda Committee shall identify appropriate locations for ballot stations to be situated on campus. The minimum number of stations shall be one, which shall be located within the main building of the Union.



26. Each ballot station shall make provision for the clear identification of each candidate in a non – partisan way.
27. Ballot papers shall clearly identify each candidate and the election in which they are running.
28. The ballot shall be conducted over a minimum of 1 and maximum of 5 consecutive University days.
29. Members may only cast their own ballot, they cannot cast a ballot on behalf of another member.
30. Any attempt to defraud the elections process by any member of the Union shall be referred immediately to a Union Disciplinary Panel as outlined in Bye Law O.

The Count

31. The timing of the count shall be determined by the Election and Referenda Committee and shall be identified prior to the start of the elections process. The count shall commence no later than 24 hours after the close of the ballot.
32. At the completion of the count where physical ballot papers exist, the Returning Officer shall place all ballot papers into a sealed container. All ballot papers shall be destroyed seven days after the formal declaration of results.
33. The Returning Officer shall make an initial declaration of results at the close of the count. This declaration shall be formally confirmed upon closure of any outstanding complaints, appeals, or investigations into the election processes.

Complaints

34. All complaints regarding the conduct of any candidate’s campaign must be submitted, in writing to the Chair of the Election and Referenda Committee, prior to the commencement of the count. Complaints received after the commencement of the count will not be considered.
35. All complaints regarding the count, or the conduct of candidates during the count, must be submitted to the Returning Officer prior to the initial declaration of results. Complaints received after the initial declaration will not be considered.
36. Any complaints being made during the campaigning or voting period shall be heard by the Election and Referenda Committee within 48 hours of the noted receipt of the complaint. The complaint must be heard before the commencement of the count.



37. In the occasion of a complaint being submitted during, or immediately after the count, this complaint shall be heard within 24 hours of it being submitted.
38. The communication of the decision relating to any complaint is the responsibility of the Deputy Returning Officer who shall ensure it is posted within 24 hours. All declarations shall be made publicly; no individual correspondence shall be entered into.
39. Requests for the interpretation of these regulations or complaints about the conduct of candidates shall, in the first instance, be made in writing to the Election and Referenda Committee.
40. In the event that a candidate is found to have broken one or more of these regulations or any of supplemental regulations, the Election and Referenda Committee shall have the power to:
 - i. Issue a warning;
 - ii. Impose a fine on the permitted campaigns budget;
 - iii. Restrict level of publicity available to the candidate;
 - iv. Suspension of the candidate's campaign for a specified time;
 - v. Disqualify the candidate from the Elections;
 - vi. Suggest other actions for approval by the Returning Officer.

Appeals Process

41. A candidate may appeal the decision of the Election and Referenda Committee, in writing, to the Returning Officer. Such an appeal shall identify the issue and the nature of the appeal.
42. Appeals against a decision of the Election and Referenda Committee must be made within 72 hours of the decision of the committee being communicated to the candidate.
43. A candidate may only appeal the decision of the Election and Referenda Committee on the basis of a failure to follow procedures, or if new evidence pertinent to the case should arise. Any appeal made shall adhere to the following processes:
44. The Returning Officer shall make investigations as may be necessary, and seek to provide a decision within 5 working days following the receipt of the appeal. The decision of the Returning Officer shall be final.
45. The Returning Officer shall have the following powers:
 - i. Confirm the decision made by the Election and Referenda Committee.
 - ii. Reduce the sanction imposed by the Election and Referenda Committee.



- iii. Set aside the sanctions imposed by the Election and Referenda Committee.
46. The Returning Officer shall not have the power to increase any level of sanction as imposed by the Election and Referenda Committee.
47. Should an individual wish to progress further, they shall be referred to the University Memorandum of Understanding for details as to how they may challenge the activities of the Union.



Bye-Law C: Student Officers of the Union

Frequency

1. All Student Officers shall hold office for the period of one academic year and shall be elected in accordance with Bye-Law B in the Spring Elections.

Membership

2. There shall be the following Student Officers of the Union:
 - i. Education and Welfare Officer for CBASS
 - ii. Education and Welfare Officer for CEDPS
 - iii. Education and Welfare Officer for CHMLS
 - iv. Community Living Officer

Collective Responsibilities of Student Officers

3. All the Student Officers shall:
 - i. Uphold the Constitution of the Union and its democratic structures;
 - ii. Be Trustees of the Union;
 - iii. Be elected via a secret ballot of all full members of the Union;
 - iv. Be members of the Union Cabinet and Executive Committee;
 - v. Represent the membership to the University;
 - vi. All Student Officers shall be part of the University disciplinary panel;
 - vii. Uphold the Union's commitment to equality and diversity. Promote the development and participation of a diverse membership;
 - viii. Sit on various University committees as relevant to their roles;
 - ix. Be remunerated an annual salary for their work as Student Officers only;
 - x. Submit reports to the Scrutiny Panel.
 - xi. Report directly to Student Assembly by submitting a written report, or face disciplinary action if not submitted on time or at all.
 - xii. Commit to a contract of responsibilities to the Union.
 - xiii. Shall be members of and accountable to Student Assembly.
 - xiv. Support and empower all Union representatives.

Individual Responsibilities of Student Officers

4. Amendments to Student Officer role descriptions must be approved by Student Assembly (outlined below).



5. The Community Living Officer of the Union shall:
 - i. Work with the College Education and Welfare Officers to represent the needs of all Union members when it comes to student living and community activities.
 - ii. Represent the Union and its members to the University.
 - iii. Represent the membership;
 - iv. Be responsible for the effective implementation of the democratic structures of the Union as outlined in the Constitution.
 - v. Lead on the Union's activity and representation of co-curricular activity.
 - vi. Oversee the development of all Sports Clubs and Societies.
 - vii. Lead the Union's engagement with relevant University departments in order to develop Student support and activities campus wide.
 - viii. Ensure appropriate training and development opportunities are provided to all relevant student led groups.
 - ix. Be the officer lead on the representation of students in the local community. Including liaising with campus security, local police and the community.
 - x. Be an ex-official member of all Sports Clubs and Societies.
 - xi. Be the primary officer lead for the Union's fresher's and one world week activity.
 - xii. Be the Officer lead on non-academic personal development (both external and internal).
 - xiii. Empower, oversee and support the Societies Guild and Team Brunel Standing Committees.

6. The College Education and Welfare Officers (CBASS, CEDPS, and CHLS) of the Union shall:
 - i. Be lead representatives within their respective College;
 - ii. Represent the academic needs of students in their colleges.
 - iii. Represent the welfare needs of all members.
 - iv. Work with the Community Living Officer to represent the needs of all Union members when it comes to student living and community activities.
 - v. Promote, encourage and extend academic and welfare representation within the College and throughout the University.
 - vi. Represent the membership in the University's academic and welfare Governance structures.
 - vii. Be the nominated student voice on all College level committees.
 - viii. Lead on social and academic policy, working alongside the Advice and Representation Centre to ensure implementation of such policy;



- ix. Be responsible for ensuring that the University effectively communicates its academic and welfare procedures to the membership;
- x. Work closely with external organisations to ensure local, regional and national representation of the Union's membership with regard to academic and welfare issues;
- xi. Ensure appropriate training and development opportunities are provided to all Student Representatives;
- xii. Co-lead on the Union's academic and welfare campaigns;



Bye- Law D: Policy

Frequency

1. All policy of the Union shall be set by the following methods:
 - 1.1 Referenda - All policy set by Referenda shall apply to the Union, its actions, officers and all its members but may be superseded by policy set by General Meetings;
 - 1.2 General Meetings - All policy set by General Meetings shall be sovereign and shall apply to the Union, its actions, officers and all its members;
 - 1.3 Student Assembly - All policy set by Student Assembly shall apply to the Union, its actions, officers and all its members but may be superseded by policy set by General Meeting or Referenda;
 - 1.4 Standing Committees - All policy set through Standing Committees shall apply to the relevant constituents only. Such policy may be superseded by policy set by Referendum, General Meeting, or Student Assembly.

Powers

2. The policy of the Union is binding on the organisation, its officers, its members and all services offered by the Union.
3. All policy set by the Union must abide by and stay within the legislation of the United Kingdom of Great Britain and Northern Ireland applied to the Union and National Law. Any policy proposed which may contravene the legislation of the United Kingdom of Great Britain and Northern shall be deemed void by Trustee Board.
4. No policy of the Union may infringe on the rights of staff members. In cases of dispute, staff members shall refer to their terms and conditions of employment which shall be adhered to.

Processes

5. Policy of the Union shall remain binding for 3 years from the point that it is set unless otherwise specified within the Policy.
6. All policies which propose a permanent status or irrevocable change shall be exempt from the 3 year lapse period if successfully passed. Such policy shall still be reviewed at least every 3 years and can be removed by a vote of Student Assembly.



7. All policy shall be submitted to Student Assembly for review at least one month before its lapse date.
8. Where policy has been set by Referenda, Student Assembly shall only have the power to re-instate, lapse, or refer them back to a Referenda.
9. No policy may be re-submitted to the same democratic process on more than one occasion in an academic year but maybe submitted to a higher democratic process if applicable.
10. The minutes of all meetings at which a Policy motion is proposed shall include the text of that motion.
11. The text of the finally amended and proposed policy shall be considered as the correct record of that policy.
12. The Student Officers shall be responsible for updating and implementing policy whilst also being responsible for keeping the correct Union Policy Archive. The Union Policy Archive shall be available to all members and shall be available on the Union website.



Bye-Law E: Referenda

Frequency

1. A Referendum shall be called by either of the following:
 - i. A simple majority vote of Student Assembly;
 - ii. A petition of at least 150 full union members, presented to the President stating the intention to hold a referendum on a single issue only.
 - iii. A resolution of the Trustees

Membership

2. Only full members of the Union at the time of the vote shall be entitled to vote in Union Referenda.

Powers

3. A vote of Referendum, by a simple majority, may do the following:
 - i. Pass Policy;
 - ii. Overrule a previous decision of Student Assembly;
 - iii. Affiliate or disaffiliate the Union to or from any external organisation (subject to Article 16 and the provisions of the Education Act 1994).
- 3.1 A vote of Referendum, by a two thirds majority, may do the following:
 - i. Pass a motion of no confidence in any Union Officer or Trustee;
 - ii. Amend or revoke the Constitution and Bye-Laws by a two thirds majority.
- 3.2 All policy set by Referenda shall apply to the Union, its actions, officers and all its members;

Processes

4. On receipt of a call for Referendum, the President, or appropriate Student Officer, shall refer the question posed to the Democracy Committee.
 - 4.1 Any question put to Referenda must be a simple 'YES' or 'NO' question.
 - 4.2 The Returning Officer shall be approved by Student Assembly.
 - 4.2 The President or appropriate Student Officer shall, on clarification of the question, inform the Returning Officer within 24 hours of setting the question, that a Referendum is required.



- 4.3 The Referendum shall take place no sooner than 10 working days after the question is set by the Democracy Committee.

It is the duty of the President to ensure promotion and publicity of Referenda is displayed prominently within Union premises and communicated to the Membership.

- 4.4 In the case of a Motion of No Confidence against a Student Officer, it shall be the responsibility of the Chair of Student Assembly to ensure promotion and publicity of the Referendum is displayed prominently within the Union premises and communicated to the Membership.
- 4.5 Any individual may campaign for or against the motion, provided such campaigning does not take place in or around ballot stations.
- 4.6 Any individual who wishes to campaign for or against the motion shall do so within the regulations set out in the Constitution, its Bye-Laws and any supplementary regulations.
- 4.7 A vote of Referendum shall only be valid if the quoracy of 5% of full union membership is reached in accordance with data provided by the University.
- 4.9 The Returning Officer on receipt of a notice to hold a referendum shall set an equal maximum limit on expenses for both “Yes” and “No” campaigns.

General conduct for Referenda

5. The ballot shall be conducted over a minimum of 1 and a maximum of 20 consecutive University days
- 5.1 The Democracy Committee shall identify appropriate locations for ballot stations to be situated on campus.
- 5.2 Any attempt to defraud the referendum process by any member of the Union shall be referred immediately to a Union Disciplinary Panel as outlined in Bye Law M.
- 5.3 Campaigners shall abide by the Constitution, its Bye Laws, Union Policy and the Law of the Land throughout the elections process.
- 5.4 The Democracy Committee shall produce a set of referenda regulations which must be submitted to the Student Assembly for approval.
- 5.5 The Election regulations should cover campaigning, canvassing, publicity and the general conduct of campaigners.



- 5.6 Such regulations shall not contradict the spirit or text of any defined statement within this UBS Governing documents.

Complaints

6. All complaints regarding the conduct of any campaign must be submitted, in writing to the Chair of the Democracy Committee, prior to the commencement of the count. Complaints received after the commencement of the count will not be considered.
- 6.1 All complaints regarding the count, or the conduct of campaigners during the count, must be submitted to the Returning Officer prior to the initial declaration of results. Complaints received after the initial declaration will not be considered.
- 6.2 Any complaints being made during the campaigning or voting period shall be heard by the Democracy Committee within 48 hours of the noted receipt of the complaint. The complaint must be heard before the commencement of the count.
- 6.3 In the occasion of a complaint being submitted during, or immediately after the count, this complaint shall be heard within 24 hours of it being submitted.
- 6.4 The communication of the decision relating to any complaint is the responsibility of the Deputy Returning Officer who shall ensure it is posted within 24 hours. All declarations shall be made publicly; no individual correspondence shall be entered into.
- 6.5 Requests for the interpretation of these regulations or complaints about the conduct of campaigners shall, in the first instance, be made in writing to the Democracy Committee.
- 6.6 In the event that a campaigner is found to have broken one or more of these regulations or any of supplemental regulations, the Democracy Committee shall have the power to:
- i. Issue a warning;
 - ii. Impose a fine on the permitted campaigns budget;
 - iii. Restrict level of publicity available to the campaign;
 - iv. Suspension of the campaign for a specified time;
 - v. Disqualify the campaigner from the referenda;
 - vi. Suggest other actions for approval by the Returning Officer.



Appeals Process

7. A campaigner may appeal the decision of the Democracy Committee, in writing, to the Returning Officer. Such an appeal shall identify the issue and the nature of the appeal.
- 7.1 Appeals against a decision of the Democracy Committee must be made within 72 hours of the decision of the Committee being communicated to the campaigner.
- 7.2 A campaigner may only appeal the decision of the Democracy Committee on the basis of a failure to follow procedures or if new evidence pertinent to the case should arise.

Any appeal made shall adhere to the following processes:

- 7.3 The Returning Officer shall make investigations as may be necessary, and seek to provide a decision within 5 working days following the receipt of the appeal. The decision of the Returning Officer shall be final.
- 7.4 The Returning Officer shall have the following powers:
 - i. Confirm the decision made by the Democracy Committee.
 - ii. Reduce the sanction imposed by the Democracy Committee.
 - iii. Set aside the sanctions imposed by the Democracy Committee.
- 7.5 The Returning Officer shall not have the power to increase any level of sanction as imposed by the Democracy Committee.
- 7.6 Should an individual wish to progress further, they shall be referred to the University Memorandum of Understanding for details as to how they may challenge the activities of the Union.



Bye-Law F: General Meetings

Frequency

1. There shall be an Annual General Meeting once per academic year.
2. The Student Officers are responsible for ensuring that General Meetings, including Emergency General Meetings are publicised. Failure to meet this responsibility shall constitute grounds for a motion of censure against the Student Officers at the next General Meeting.
 - 2.1. A General Meeting shall be called by at least 10 working days written notice.

Membership

3. All Full Union Members shall hold voting rights at General Meetings.
4. All Associate and Honorary Union Members shall hold speaking rights at General Meetings.

Chairing

5. General Meetings shall be chaired by the Chair of Student Assembly or, in their absence, the Vice-Chair of Student Assembly, or, in their absence, an appropriate Student Officer.
6. The Chair of Student Assembly shall be the neutral arbiter in General Meetings and may not, during their elected term, cast a vote on any matter in such meetings. Should the Chair wish to comment on any point or contribute to a debate at any point they must first, with their agreement, pass the duties of the chair to the Vice-Chair.
7. When the Vice-Chair of Student Assembly or a Student Officer hold the duties of the chair they shall be considered to be the Chair. As such they may not comment on any point, contribute to a debate, or cast a vote.
8. The Vice-Chair of Student Assembly and the Student Officers shall have the right to comment on any point, contribute to a debate, or cast a vote unless they have taken on the duties of the chair at any time during proceedings relating to the agenda item in question.
9. The Chair may not submit motions, except Procedural Motions, or amendments to motions to General Meetings during their elected term. The Vice-Chair and the



Student Officers may submit motions or amendments to motions to General Meetings during their elected term as long as they do not hold the duties of the Chair, when they may only submit Procedural Motions.

Process

10. It is the responsibility of the Chair to check at the beginning of any General Meeting that it is quorate.
11. General Meetings shall be inquorate if, 15 minutes having passed since the published time for the beginning of the meeting, fewer than 100 Full Union Members are present.
12. If a General Meeting is inquorate it shall be adjourned in accordance with clauses 38 and 39 of the Constitution.
13. Motions to General Meetings must be submitted in accordance with the procedures outlined in clauses 5 to 15 inclusive, Bye-Law L.

Order of Business

14. It shall be the responsibility of the Chair of Student Assembly, Vice-Chair of Student Assembly, and Student Officers, on the receipt of all motions and items for the agenda of a General Meeting, to meet and allocate a suitable time to each item on the agenda in order that it can be circulated 5 working days before the meeting in question.
15. Printed copies of the meeting agenda, minutes of the previous meeting, and all other papers shall be available at the beginning of each General Meeting.
16. The order of business at General Meetings shall be:
 - i. Members present, attendees present, Apologies for Absence;
 - ii. Minutes of the Previous Meeting;
 - iii. Matters Arising;
 - iv. Motions to revoke or amend the Constitution or Bye-Laws;
 - v. Motions;
 - vi. Student Matters;
 - vii. Trustee Report;
 - viii. Student Assembly Report;
 - ix. Executive Committee Report;
 - x. Union Accounts Ratification (Annual General Meeting only);
 - xi. Honorary Membership;



17. Emergency General Meetings shall only consider the item for which they have been called.

Powers

18. General Meetings may, by a two-thirds majority:
 - i. Revoke or amend any Bye-Law to the Constitution.
19. General Meetings may, by a simple majority:
 - i. Refer any matter, including revocation of or amendments to the Constitution, to referendum;
 - ii. Refer a Motion of No Confidence in a Student Officer to referendum;
 - iii. Override any decision of Student Assembly;
 - iv. Pass a Motion for Policy;
 - v. Approve the Union Budget for the following financial year;
 - vi. Ratify the Union Accounts for the previous financial year;
 - vii. Approve received reports;
 - viii. Require the submission of a report at the next General Meeting;
 - ix. Request the attendance of any person at the next General Meeting;
 - x. Mandate any Student Officer, Standing Committee Chair, Executive Committee Member, or Student Assembly Member;
 - xi. Commend any Student Officer, Standing Committee Chair, Executive Committee Member, or Student Assembly Member;
 - xii. Censure any Student Officer, Standing Committee Chair, Executive Committee Member, or Student Assembly Member;
 - xiii. Confer Honorary Membership on any person for a period specified by the General Meeting.
20. All Policy set by General Meetings shall apply to the Union, its actions, officers and all its members but may be superseded by Policy set by Referenda;

Rights of Members to require a General Meeting

21. The Trustees must (unless otherwise stated), within 10 working days, but no sooner than 48 hours, hold a general meeting of the Members on receipt of:
 - 21.1 a petition to do so signed by at least 100 Full Members;
 - 21.2 a request to that effect from the Student Assembly provided such a request has been approved by a majority vote of the Student Assembly; or
 - 21.3 a request to that effect from the Executive Committee provided such request has been agreed to by a majority vote of the Executive Committee; and



- 21.4 the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the Member(s) making the request.
22. Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
23. A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.
24. Any general meeting called by the Trustees at the request of the Members must be held within 28 days from the date on which it is called.



Bye-Law G: Student Assembly

Frequency

1. Student Assembly shall meet 5 times during the academic year. There shall be at least 1 meeting per academic term.
- 1.1 The schedule of meetings shall be published and agreed at the first Student Assembly meeting of the academic year.

Membership

2. Student Assembly shall consist of the following directly elected members:
 - i. The Student Officers;
 - ii. Student members of the Executive Committee;
 - iii. 1 Student Rep Member from each Department of the University; Including LBIC
 - iv. 15 Community Members from the student body at large;
 - v. 2 Mature and Part-time Student Representatives, elected by Mature and Part-time Students.
 - vi. 2 members of the Team Brunel Committee, chosen by the Team Brunel committee
 - vii. 2 members of the Societies Guild Committee, chosen by the Societies Guild Committee
 - viii. The Chair of Student Assembly as a non-voting member.
3. All members of Student Assembly must be Full Members of the Union.
4. Any Member of the Union may attend Student Assembly but only Assembly Members may vote.

Chairing

5. A Chair shall be elected by a cross campus ballot of full union members. The Chair will be elected in the spring elections. The Vice-Chair of Student Assembly shall be elected in the first Student Assembly of the year from amongst the Community and Department members of Student Assembly.
6. It is the responsibility of the Chair of Student Assembly to ensure the smooth running of meetings in accordance with Bye-Law L.
7. The Chair shall have no voting right during their term of office. If a vote of Student Assembly is tied the status quo shall remain.



8. It is the duties of the Vice-Chair to assist and advise the Chair in their capacity. The Vice-Chair of Student Assembly shall assume the duties of Chair in the absence of Chair. In the absence of the Chair and Vice Chair, an appropriate Student Officer shall assume the duties of Chair.
9. If a member fails to submit approved apologies for an absence three times in a year to any meetings linked to their role as a student assembly representative, then that member is considered to have resigned from their role.
 - 9.1 Apologies must be approved by a vote at the beginning of each Student Assembly. All apologies must be received at least 48 hours prior to the meeting.
 - 9.2 Apologies may be received later in exceptional circumstances, and it is the responsibility of the chair to decide if the apology will be put forward to the meeting for approval.

Quoracy

10. It is the responsibility of the Chair to check at the beginning of any Student Assembly meeting that it is quorate, through a count of those members in attendance.
 - 10.1 If a member believes a meeting to be inquorate they may challenge the decision of the chair through a procedural motion as outlined in Bye-law L, 53.
11. Student Assembly meetings shall be inquorate if, 5 minutes having passed since the published time for the beginning of the meeting, fewer than 50%+1 of the elected Assembly Members are present.
12. If a Student Assembly meeting is inquorate the meeting may continue at the discretion of the Chair, should there be a desire for discussion and debate. No vote shall take place on the items discussed. All business will be carried over to the next Student Assembly meeting.

Order of Business

14. It shall be the responsibility of the Chair of Student Assembly and Vice-Chair of Student Assembly, with support from Democratic Support, will meet to allocate suitable time to each item on the agenda. This will be done at a time that ensures the agenda can be circulated 5 working days before the meeting in question.
15. The Chair shall ensure that any Student Assembly meeting adhere to its agenda, unless a relevant Procedural Motion is passed.



16. Printed copies of the meeting agenda, minutes of the previous meeting, and all other papers shall be available on request.
17. The order of business at Student Assembly meetings shall be:
 - i. Members present, attendees present, Apologies for Absence;
 - ii. Minutes of the Previous Meeting;
 - iii. Matters Arising;
 - iv. Motions to revoke or amend the Bye-Laws;
 - v. Motions;
 - vi. Scrutiny Panel Report;
 - vii. Officer Reports;
 - viii. Student Matters;
 - ix. Urgent Other Business;
18. Urgent Other Business is defined as any item that has arisen since the deadline for agenda items but that cannot wait to be resolved until the next meeting.
- 18.1 Urgent Other Business must be submitted 24 hours prior to the meeting, and the Chair will decide whether to accept the item.
19. Motions to Student Assembly must be submitted in accordance with Clauses 5 to 15 inclusive of Bye Law K.

Powers

20. Student Assembly shall act as the primary policy setting body of the Union but may ONLY be overruled by the authority of Referenda, General Meetings or the Trustee Board as outlined in Bye-Law D, Bye-Law E and Bye-Law A respectively.
21. It is the role of Student Assembly to:
 - i. Hold the Student Officers to account with advise from the Scrutiny Panel;
 - ii. Develop and ratify Union Policy;
 - iii. Create, debate and pass Union Motions;
22. Motions to Student Assembly must be submitted in accordance with Clauses 5 to 15 inclusive of Bye-Law L.
23. Student Assembly may, by a two-thirds majority:
 - i. Revoke or amend any Bye-Law of the Constitution;
 - ii. Pass a Motion of No Confidence against Union Chair, Executive Committee Member, Department Member, or Community Member; this does not include Student Officers.



24. Student Assembly may, by a simple majority:
- i. Refer any matter, including revocation of or amendments to the Constitution, to Referendum;
 - ii. Refer a Motion of No Confidence in a Student Officer to referendum;
 - iii. Pass a Motion for Policy;
 - iv. Approve received reports;
 - v. Require the submission of a report at the next Union Meeting;
 - vi. Request the attendance of any person at the next Student Assembly;
 - vii. Mandate any Student Officer, Standing Committee Chair, Executive Committee Member, or Student Assembly Member;
 - viii. Commend any Student Officer, Standing Committee Chair Executive Committee Member, or Student Assembly Member;
 - ix. Censure any Student Officer, Standing Committee Chair, Executive Committee Member, or Student Assembly Member.
- 24.1 Student Assembly - All Policy set by Student Assembly shall apply to the Union, its actions, officers and all its Elected Representatives but may be superseded by Policy set by General Meeting or Referenda.

Motions of Commendation, Censure and No Confidence

25. In holding Members to account, the following procedures must be adhered to:
- 25.1 Motion of Commendation for any Member:
- 25.1.1 Should it be felt that any Member of Student Assembly has performed their duties to a high standard or made an important contribution to the Union any other Assembly Member may submit a Motion of Commendation for that Member.
 - 25.1.2 A Motion of Commendation must be brought to Student Assembly and debated in accordance to the Standing Orders as set out Bye-Law L of the Constitution.
 - 25.1.3 If passed, the Motion of Commendation shall be noted in the meeting minutes and on the Assembly Member's record.
- 25.2 Motion of Censure against any Member:
- 25.2.1 Should it be felt that any Member of Student Assembly warrants disciplinary action but is not deserving of a Motion of No Confidence, any other Assembly Member may submit a Motion of Censure against them.



25.2.2 A Motion of Censure must be brought to Student Assembly and debated in accordance to the Standing Orders as set out Bye-Law L of the Constitution, or in line with Bye-Law G Clause 25.2.3.

25.2.3 If passed, the Motion of Censure shall be noted in the meeting minutes and on the Members record.

25.2.3 A Motion of Censure can be automatically triggered in the event that an Executive Officer fails to submit a report to Student Assembly. In order for this to happen the following process will be followed:

- i. The Chair will challenge the Officer, in the meeting, as to the reason for non-submission.
- ii. The Officer will then have 1 minute to address the room as to the reason. Should the officer not be present a message can be sent to the chair in advance of the meeting start time.
- iii. The room will then vote to accept/deny the officers reasoning as acceptable
- iv. Following a vote against the Officer's explanation, a second vote for censure will be automatically triggered and will be voted on straight away
- v. The outcome of this voting and the lack of report submission will then be publicized to the unions members to keep them informed

25.3 Motion of No Confidence against any Member:

25.3.1 Should it be felt that any Member warrants severe disciplinary action as a result of continued unsatisfactory performance, misconduct or gross negligence, any other Assembly Member may submit a Motion of No Confidence against that Member. A third Motion of Censure within one Academic Year automatically qualifies for a Motion of No Confidence.

25.3.2 A Motion of No Confidence can only be brought to a Student Assembly, and debated in accordance with the Standing Orders as set out Bye-Law L of the Constitution.

25.4 Outcomes of Motions of No Confidence

25.4.1 Student Officer:

25.4.1.1 If passed, a Motion of No Confidence against a Student Officer shall be put to a Referendum as detailed in Bye-Law E of the Constitution. During the period between the passing of the motion and the Referendum, the Student Officer concerned shall be suspended from their duties as a Student Officer



and Trustee of the Union. Prior to Referendum it is the responsibility of the Chair of Student Assemble to ensure all reasonable steps are taken to inform the Membership of the Motion and any relevant information.

25.4.1.2 If passed by Referendum, a Motion of No Confidence shall immediately dismiss the Student Officer from duties, bar them from future Union office, and permanently remove them from their Trustee responsibilities. The vacant Student Officer position may go to election if appropriate or the responsibilities may be assumed by other Student Officers as appropriate.

25.4.2 Union Chair, Department Member, Executive Committee Member and Community Member

25.4.2.1 If passed, a Motion of No Confidence against a Union Chair, Department Member, Executive Committee Member or Community Member shall immediately dismiss them from their duties, bar them from future Union Office and positions on Trustee Board.

25.4.2.2 If a Union, Department Member, Executive Committee Member or Community Member also holds the position of Student Trustee, a passed Motion of No Confidence shall result in the same actions as a passed Motion of No Confidence in a Student Officer.

Select Committees

26. There shall be the following select committees of Student Assembly:

- i. Democracy Committee
- ii. Complaints and Disciplinary Committee

27. Democracy Committee

27.1 Membership

27.1.1 The Democracy Committee shall be chaired by the Chair of Student Assembly;

27.1.2 The Democracy Committee shall have 8 members in addition to the Chair;

27.1.3 The Committee members shall be elected amongst the members of Student Assembly (excluding the Executive Committee members).

27.2 Role and Responsibilities

27.2.1 As outlined in Bye-law M



28. Complaints and Disciplinary Committee

28.1 Membership

28.1.1 The Complaints and Disciplinary Committee shall normally be chaired by a Student Officer;

28.1.2 The Complaints and Disciplinary Committee shall have 8 members in addition to the Chair, of these members 3 will be selected to sit on the Committee on a case by case basis.

28.1.3 The Complaints and Disciplinary Committee shall be elected from amongst Student Assembly members.

28.2 Role and Responsibilities

28.2.1 As outlined in Bye-law N and O.

Electronic Voting

29. The Chair of Student Assembly, with the assistance of an identified member of Union staff, may implement the use of electronic voting systems.

29.1 Electronic voting systems may be used within or outside of the meeting so long as the eligible voters are able to access the systems.

29.2 In the case of electronic voting outside of the meeting at least 48 hours of notice must be given and the ballot must be open for a minimum of 3 working days.

29.3 If the ballot taking place is an election for subcommittees of student assembly there will be a nomination period of 5 working days prior to the ballot.

29.4 Any complaints received regarding the use of electronic voting will be addressed by the Democracy Committee.



Bye-Law H: Standing Committees

Membership

1. There shall be the following Standing Committees of Student Assembly:
 - i. Team Brunel Committee
 - ii. Societies Guild Committee

Frequency

2. All Standing Committee's shall meet whenever necessary, but no less than once a month within the academic year, at a time which is convenient for all Committee members.
 - 2.1 All Standing Committee's shall hold a forum at least once a month within the academic year.
 - 2.2 If Standing Committee member fails to submit apologies for three meetings in the academic year, they will be considered to have resigned from the Standing Committee.
 - 2.3 Quoracy for the Standing Committees will be 50% plus one.
 - 2.3.1 If fifteen minutes have passed since the start of the publicised start time and quoracy has not been met, the Chair shall call the meeting to a close.
 - 2.3.2. If a meeting has been closed, the Chair will reschedule a meeting within five working days.

Duties of Standing Committees

3. Standing Committee's shall report their progress to Student Assembly and shall have the following specific duties and responsibilities as outlined in this Bye-Law.
 - 3.1. Elections for standing committees will take place before the end of term 3 so post-holders can take effective office before the summer recess.
 - 3.2 Student Officers shall be members of Standing Committee's which fall under their remit.
 - 3.3 All policy set through Standing Committees shall apply to the relevant constituents only. Such policy may be superseded by policy set by Referendum, General Meeting, or Student Assembly.

4. Team Brunel Committee

4.1 Membership

- 4.1.1 The Chair of the Team Brunel shall be the Vice President Student Activities;
- 4.1.2 Team Brunel shall have a committee of 8 members in addition to the Chair;
- 4.1.3 Team Brunel Committee members shall be elected from amongst the Team Brunel membership



4.2 The role and responsibilities will be outlined in bye-law K.

5. Societies Guild Committee

5.1 Membership

5.1.1 The Chair of the Societies Guild shall be the Vice President Student Activities;

5.1.2 Societies Guild shall have a committee of 6 members in addition to the Chair;

5.1.3 Societies Guild Committee members shall be elected from amongst the societies guild membership.

5.2 The role and responsibilities will be outlined in bye-law J.



Bye-Law I: Executive Committee

Frequency

1. Executive Committee shall meet formally at least twice a term during the academic year.

Membership

2. Executive Committee shall consist of the following directly elected members:
 - i. The Student Officers;
 - ii. International Students Officer
 - iii. EU Students Officer
 - iv. Environment and Ethics Officer
 - v. Postgraduate Officer
 - vi. Liberation Officers:
 - Black and Ethnic Minorities Officer
 - Gender, Diversity and Inclusion Officer
 - LGBT+ Officer
 - Disabled Students Officer
- 2.1 All members of the Executive Committee must be full members of the Union.
- 2.2 Standing Committee Chairs may attend Executive Committee meetings but only Executive Committee members may vote.
- 2.3 Senior managers of the Union shall attend Executive Committee meetings as ex-official members

Chairing

3. An appropriate Student Officer shall Chair the Executive Committee meetings. The chair shall be decided by the Executive Committee members.
 - 3.1 It is the responsibility of the Chair to ensure the smooth running of meetings.
 - 3.2 The Executive Committee shall elect a Vice-Chair from amongst their membership.
 - 3.3 If a member fails to submit apologies for an absence three times in a year to any meetings linked to their role as an Executive Committee Member, then that member is considered to have resigned from their role as an Officer.
 - 3.4 Executive Committee meetings shall be inquorate if, 15 minutes having passed since the published time for the beginning of the meeting, fewer than 50%+1 of the elected Executive Committee Members are present.



Duties and Responsibilities of the Executive Committee

4. The Executive Committee shall report their progress to Student Assembly and shall have the following specific duties and responsibilities;
 - 4.1 Representational: promoting and defending the rights of full members;
 - 4.2 Oversee the memberships relationship with the University and beyond by representing student's views; .
 - 4.3 To discuss trends in data from student reps and the advice service and agree actions for addressing these;
 - 4.4 To discuss national and local policy developments and the agree the Unions position/response, where appropriate this will be sent to Student Assembly for agreement;
 - 4.5 To ensure the Union is Campaigning on issues affecting full members in line with the Unions objects and strategic plan, and too agree the broad budget for the campaigning activity;
 - 4.6 Ensure that all policy as dictated by Trustee Board, Referendum, Union Meetings and Student Assembly are maintained, scrutinised, and implemented within the Union.
 - 4.7 To be the recognised body for the political leadership of the Union;

International Students Officer

5. The International Students Officer shall have the following specific duties and responsibilities;
 - 5.1 To identify and communicate the experience of International Students within the Membership.
 - 5.2 To implement campaigns and raise awareness of issues facing International Students.
 - 5.3 To strive for equality for all International students, irrespective of age, gender, race, sexuality, disability, religious belief, or political belief.
 - 5.4 To find innovative ways to widen Union participation amongst International Students.
 - 5.5 work with the relevant staff within the University as necessary to address the needs and concerns of International Students.
 - 5.6 To be the Unions student lead on liaising with the University and other organisations offering services to International Students, over matters affecting those students, including the National Union of Students.
 - 5.7 Formulate and Chair a forum for student input with in international student representation

European Union (EU) Students' Officer

6. The European Union (EU) Students' Officer shall have the following specific duties and responsibilities;
 - 6.1 To identify and communicate the experience of EU Students within the Membership.
 - 6.2 To implement campaigns and raise awareness of issues facing EU Students.



- 6.3 To strive for equality for all EU, irrespective of age, gender, race, sexuality, disability, religious belief, or political belief.
- 6.4 To encourage the participation of EU students in the Students' Union.
- 6.5 Work with the relevant staff within the University as necessary to address the needs and concerns of EU Students.
- 6.6 To be the Unions student lead on liaising with the University and other organisations offering services to EU Students, over matters affecting those students, including the National Union of Students.
- 6.7 Formulate and Chair a forum for student input into EU student representation
- 6.8 Organise and/or participate in the planning of cultural integration campaigns, along with the International Students' Officer

Environment and Ethics Officer

7. The Environment and Ethics Officer shall have the following specific duties and responsibilities;
 - 7.1 To create and implement strategy to improve the Union's environmental and ethical performance.
 - 7.2 To find innovative ways to campaign and raise awareness of issues connected with the environment and ethics across the Membership.
 - 7.3 To be the Unions student lead on liaising with the University to improve its Environmental and Ethical Strategy.
 - 7.4 Work with relevant external organisations to raise awareness of environmental and ethical issues across the Membership, including the National Union of Students..
 - 7.5 To implement all Union Policy with regards to Environment and Ethics campaigns.
 - 7.6 Formulate and Chair a forum for student input with in Environmental and Ethical Strategy

Postgraduate Students Officer

9. The Postgraduate Students Officer of the Union shall:
 - 9.1 Represent Postgraduate Students;
 - 9.2 Promote, encourage and extend postgraduate representation within the colleges and throughout the University;
 - 9.3 Ensure the effective representation of postgraduate students on the relative Union and University committees.
 - 9.4 Work with the Community Living Officer to promote and extend postgraduate opportunities within the Union's co-curricular portfolio.
 - 9.5 Work with the Education and Welfare Officers to support their understanding and consideration of postgraduate issues.



Liberation Officers:

8. There will be the following Liberation Officers elected to sit on the executive committee:
 - i. Liberation Officers:
 - ii. Black and Ethnic Minorities Officer
 - iii. Gender, Diversity and Inclusion Officer
 - iv. LGBTQ+ Officer
 - v. Disabled Students Officer

- 8.1 The Liberation Officers shall have the following specific duties and responsibilities;
- 8.2 Represent both the needs of the students who fall under their category as well as the needs of the entire student population.
- 8.3 Raise awareness of campaigns and experiences that affect both the needs of the students who fall under their remit.
- 8.4 To seek and voice the views and opinions of their liberation cohort in all Union matters.
- 8.5 Work with relevant external organisations to raise awareness of liberation issues across the Membership, including the National Union of Students.
- 8.6 Work closely with relevant student societies to raise awareness of Liberation issues across the membership



Bye-Law J: Societies Guild and Societies

Membership

Student

1. All societies shall define their own membership in accordance with the Union constitution, the equal opportunities policy, and any other relevant policies of the Union.
2. All societies shall propose a membership fee reflecting the opportunities available, and ensuring that such fees maintain a sustainable financial position (alongside other projected income and accounting for proposed levels of activity) in time for them to be agreed for the next academic year.
3. Any dispute regarding membership of any society may in the first instance be referred to Vice President Student Activities for informal resolution, and failing this to the Societies Guild Standing Committee for final resolution.

Committees

4. The Committee of a society shall consist of a minimum of 3 elected members; Chair, Secretary and Treasurer. Only the Chair or Treasurer may act as official signatories for society transactions (including all financial dealings)
 - a. Societies may choose to replace the post of Chair with the post of Society President
5. The Committee of the society shall be elected.
6. For the purposes of transparency and access, the Vice-President Student Activities shall be deemed to hold an ex-official non-voting position on the committee of each society.

Code of conduct

7. Every member of a Union recognised society shall agree to be subject to any published Code of Conduct (as defined by the Societies Guild Standing Committee).

Governance

Societies Guild

8. All recognised societies shall be part of the Union Societies Guild.
9. The Societies Guild shall be governed by a standing committee of Student Assembly- the Societies Guild Standing Committee
 - a. Leadership and membership of Societies Guild Committee shall be defined in Bye Law H, standing committees



Powers and responsibilities

10. The Societies Guild Standing Committee;

- a. Shall seek to promote, support and extend the involvement of our members in Societies
- b. May set policy relevant and applicable to the Societies Guild and its members.
 - i. Policy set by the Societies Guild Standing Committee may be superseded by policy set by referendum, General Meeting or Student Assembly.
- c. May propose policy to Referendum, General Meeting or Student Assembly.
- d. Shall in conjunction with Team Brunel Committee take responsibility for the effective delivery of CASES (Club and Society Evaluation Scheme), shall review criteria and assessment processes and agree recommended levels of attainment.
- e. Shall be responsible for agreeing all grant allocations and proposed budgets for each recognised society
- f. Shall consider any appeals regarding grant allocation.
- g. Will agree the procedures for establishing a society, the financial arrangements that apply, and the agreed procedures for allocating resources to recognised societies and ensure they are published by the Union at the start of the academic year.
 - i. Should the Societies Guild Standing Committee (or Student Assembly) agree to further rules, or revise existing rules, then The Union shall publish any such amendments, including direct communication of such to each chair of existing societies

11. Non recognised societies shall not have the ability to access Union resources (including, but not limited to staff time and facilities) or take part in any governance or development driven by and through the Societies Guild.

12. All recognised societies shall abide by the Union Constitution, Bye Laws, and policy. Failure to do so will result in the suspension of the society (inclusive of all activities), and referral to Societies Guild Standing committee and/or Union disciplinary panel.

13. The Vice-President Student Activities, alongside the Societies Guild Standing Committee shall hear challenges to the procedures governing societies. If a society is dissatisfied with the outcome of this hearing, they may submit a motion to Student Assembly challenging the decision of the Societies Guild Standing Committee.

Society constitutions

14. Template constitutions



- a. The Societies Guild Standing Committee shall agree and make available a template constitution, which will include any mandatory clauses, including (but not limited to):
 - i. A clear statement of the societies aims and objectives.
 - ii. A process for removing, commending and censuring a committee member.
 - iii. A clear process for members of the society to raise concerns (to Societies Guild Standing committee) about the conduct of the club, committee or any other matters.
 - iv. Clear identification of approved elections processes;
 - v. Financial procedures reflecting this Bye Law and any other pertinent Union policy.
 - vi. Any reference to “honorary” positions or membership should clearly define that such positions may hold no decision making powers, or seek to influence the direction or priorities of the society, must define a finite timescale and must be ratified by Societies Guild Standing Committee.
- b. Any new society must use the current template to develop their constitution.
- c. All existing societies must review their constitutions every 3 years, and ensure their constitution remains compliant.

Meetings

15. The quorum for Society Committee meetings shall be 50% plus 1 of the committee.
16. It is the responsibility of the Chair to call the Society’s Annual General Meeting. They are required to inform the Union of the proposed time, date and agenda of this meeting.
17. The quorum for a Society Annual General Meetings shall be 35% of the Members for societies with less than 50 members. Societies with 50 members or more will have a quorum of 25% of the Members.

Elections

18. It shall be the responsibility of the Chair to ensure fair elections for the next year’s committee are put in place, in accordance with this Bye Law and the society’s own constitution.
19. Societies Guild Committee shall oversee all complaints relating to the election processes.
20. The election of society committee members for the next academic year shall take place in term 2.



21. The election of committee members must be communicated to all members a minimum of 5 working days before the election, and members must be given the opportunity to nominate and second candidates.
22. The elections process for society committee members must enable valid members of the society to participate.
 - a. Members shall be deemed valid for participation in Elections provided they have retained membership for a minimum of 4 weeks prior to the communications of the Election.
23. Nominations must be open for a minimum of 5 working days
24. Amendments to committee positions available in an election must be made a minimum of 4 weeks prior to the opening of nominations.
25. Bye Elections to elect to vacant positions may take place at any time in the academic year.

Events

26. Societies are required to adhere to such rules and regulations as are agreed and published by Societies Guild Standing Committee for Societies to hold events.
 - a. These rules and regulations shall take into account the law of the land and University regulations and requirements
27. Societies Guild Standing Committee shall ensure appropriate processes and guides are made available to any recognised society to ensure they deliver against the aforementioned rules and regulations.

Financial matters

Management of society funds

28. All monies raised by or on behalf of a society shall be banked with the Union.
29. Any society found to have an external bank account will be suspended, and the committee members referred to a disciplinary hearing.
30. No committee member (or member of the society) may enter into, negotiate or in any other way undertake contractual obligations on behalf of the society without the prior sign off by Union
 - a. Such obligations undertaken without such permissions will be denied by the Union on the clubs behalf, and the individual will be named personally liable.
 - b. Should this be breached, the individual will be immediately suspended and referred to a disciplinary hearing.
31. In the event of the society folding or being de-recognised, the funds remaining in any accounts will be held for the period of one year, and should the society not be re-recognised within that year such funds will revert to the Union.



Bye-Law K-: Team Brunel and Clubs

Membership

Student

1. All sports clubs shall define their own membership in accordance with the Union constitution, the equal opportunities policy, and any other relevant policies of the Union.
2. All sports clubs shall propose a membership fee(s) reflecting the opportunities available, and ensuring that such fees maintain a sustainable financial position (alongside other projected income and accounting for proposed levels of activity) in time for them to be agreed for the next academic year.
3. Any dispute regarding membership of any sports club may in the first instance be referred to VP Student Activities for informal resolution, and failing this to the Team Brunel Standing Committee for final resolution.

Committees

4. The Committee of a sports club shall consist of a minimum of 3 elected members; Chair, Secretary and Treasurer. Only the Chair or Treasurer may act as official signatories for club transactions (including all financial dealings).
 - a. Clubs may choose to replace the post of Chair, with that of Club President.
5. The Committee of the Sports Club shall be elected.
6. For the purposes of transparency and access, the Vice-President Student Activities shall be deemed to hold an ex-official non-voting position on the committee of each sports club.

Code of conduct

7. Every member of the Team Brunel shall agree to be subject to any published Code of Conduct (as defined by the Team Brunel Standing Committee)

Governance

Team Brunel-

8. All recognised clubs shall be part of Team Brunel.
9. Team Brunel shall be governed by a standing committee of Student Assembly- the Team Brunel Standing committee.



Leadership and membership of the Team Brunel Committee shall be defined in Bye Law H, standing committees.

Powers and responsibilities

10. The Team Brunel Standing Committee;

- a. Shall seek to promote, support and extend involvement in sport amongst our members.
- b. May set policy relevant and applicable to Team Brunel and its members.
 - i. Policy set by the Team Brunel Standing Committee may be superseded by policy set by referendum, General Meeting or Student Assembly.
- c. May propose policy to Referendum, General Meeting or Student Assembly.
- d. Shall take responsibility, in conjunction with Team Brunel Committee, for the effective delivery of CASES (Club and Society Evaluation Scheme), shall review criteria and assessment processes and agree recommended levels of attainment.
- e. Shall be able to levy a Team Brunel membership on all members of Sports clubs- and club membership shall not be valid without payment of this fee.
- f. Shall be responsible for agreeing all grant allocations and proposed budgets for each club.
- g. Is required to take the sports clubs grant allocation to the General Meeting for ratification.
- h. Shall consider any appeals regarding grant allocation.
- i. Will agree the procedures for establishing a club, the financial arrangements that apply and the procedures for allocating resources to affiliated Sports clubs and ensure they are published by the Union at the start of the academic year.
 - i. Should the Team Brunel Standing Committee (or Student Assembly) agree to further rules, or revise existing rules, then the Union shall publish any such amendments, including direct communication of such to each Chair of existing clubs.

11. All recognised clubs shall abide by the Union Constitution, bye laws, and policy.

Failure to do so will result in the suspension of the club (inclusive of all activities), and referral to Team Brunel Standing committee and/or Union disciplinary panel.

12. The Vice-President Student Activities alongside the Team Brunel Standing

Committee shall hear challenges to the procedures governing Sports Clubs. If a sports club is dissatisfied with the outcome of this hearing they may submit a motion to Student Assembly challenging the decision of Team Brunel Standing Committee.

Sports club constitutions

13. Template constitutions



- a. The Team Brunel Standing Committee shall agree and make available a template constitution which will include any mandatory clauses, including (but not limited to);
 1. A clear statement of the club aims and objectives.
 2. A process for removing, commending and censuring a committee member.
 3. A clear process for members of the club to raise concerns (to Team Brunel Standing committee) about the conduct of the club, committee or any other matters.
 4. Clear identification of approved elections processes.
 5. Financial procedures reflecting this bye-law and any other pertinent Union policy
 6. Any reference to “honorary” positions or membership should clearly define that such positions may hold no decision making powers, or seek to influence the direction or priorities of the club, must define a finite timescale and must be ratified by Team Brunel Standing Committee.
- b. Any new club must use the current template to develop their constitution.
- c. All existing clubs must review their constitutions every 3 years, and ensure their constitution remains compliant.

Meetings

14. The quorum for Sports Club Committee meetings shall be 50% plus 1 of the committee.
15. It is the responsibility of the Chair to call the Sports Club’s Annual General Meeting. They are required to inform the Union of the proposed time, date and agenda of this meeting.
16. The quorum for a Sports Club Annual General Meetings shall be 35% of the Members for team sports, and 25% of the members for individual sports

Elections

17. It shall be the responsibility of the Chair to ensure fair elections for the next year’s committee are put in place, in accordance with this bye law and the club’s own constitution.
18. Team Brunel Standing Committee shall oversee all complaints relating to the election processes.
19. The election of club committee members for the next academic year shall take place in term 2.



20. The election of committee members must be communicated to all members a minimum of 5 working days before the election, and members must be given the opportunity to nominate and second candidates.
21. The elections process for society committee members must enable valid members of the society to participate.
 - a. Members shall be deemed valid for participation in Elections provided they have retained membership for a minimum of 4 weeks prior to the communications of the election.
22. Nominations must be open for a minimum of 5 working days.
23. Amendments to committee positions available in an election must be made a minimum of 4 weeks prior to the opening of nominations.
24. Bye-elections, to elect to vacant positions, may take place at any time in the academic year.

Financial matters

Management of sports club funds

25. All monies raised by or on behalf of a Sports Club, shall be banked with the Union.
26. Any sports club found to have an external bank account will be suspended, and the committee members referred to a disciplinary hearing.
27. No committee member (or member of the club) may enter into, negotiate or in any other way undertake contractual obligations on behalf of the club without the prior sign off by the Union
 - a. Such obligations undertaken without such permissions will be denied by the Union on the clubs behalf, and the individual will be named personally liable.
 - b. Should this be breached, the individual will be immediately suspended and referred to a disciplinary hearing..
28. In the event of the club folding or being de-recognised, the funds remaining in any accounts will be held for the period of one year, and should the club not be re-recognised within that year such funds will revert to the Union.



Bye-Law L:

Rules for the Conduct of General Meetings and Student Assembly (Standing Orders)

Notice of Meetings

1. The Student Officers are responsible for ensuring that General Meetings, including Emergency General Meetings, and Student Assembly meetings are publicised. Failure to meet this responsibility shall constitute grounds for a motion of censure against the Student Officers at the next General Meeting, except an Emergency General Meeting, or Student Assembly meeting.
2. The full schedule of General Meetings and Student Assembly meetings shall be prominently displayed in the Union from the beginning of each academic year, listed on the Union website, and published in the first issue of the Union publication of each academic year.
3. General Meetings shall be publicised prominently in the Union and on the Union website at least 15 working days before they are held.
4. Emergency General Meetings and the matter that they have been called to consider shall be publicised prominently in the Union and on the Union website at least 5 working days before they are held.

Motions

5. Motions must be submitted in writing to the Union no later than 10 working days before the General Meeting or Student Assembly meeting at which they are to be considered. The Union will publicise where and how motions should be submitted.
6. Motions to General Meetings must be proposed and seconded by 2 full Union members.
7. Motions to Student Assembly must be proposed and seconded by any 2 Students within the Union Membership.
8. Motions to General Meetings or Student Assembly shall be added to the agenda for the next General Meeting or Student Assembly meeting and published at the same time as that agenda, at least 5 working days before the meeting in question.
9. Emergency motions may be submitted in writing to General Meetings or Student Assembly if they deal with an issue that has arisen after the deadline for the submission of motions and that cannot wait to be resolved until the next General Meeting or Student Assembly meeting.



10. Emergency motions must be proposed and seconded in the same manner as other motions, and shall be accepted at the discretion of the Chair, who shall consult the Vice-Chair and Student Officers unless either is a *Proposer* or *Secunder* of the motion. If the Emergency Motion is not accepted it must be included as the first motion to the next General Meeting or Student Assembly meeting.
11. Motions of No Confidence, Censure, or Commendation may not be submitted as Emergency Motions.
12. Paper copies of all motions before General Meetings or Student Assembly meetings shall be available to those in attendance and to any other Union Member on request.

Amendments to Motions

13. Amendments to motions may be submitted in writing to the Union at least 24 hours in advance of the General Meeting or Student Assembly meeting at which the motion that they amend is to be considered. Amendments to motions may also be proposed, at the discretion of the Chair, and provided that they could not have reasonably been submitted in writing before the meeting, at the General Meeting or Student Assembly meeting that is considering the motion that they amend, although this cannot be done after the debate on the motion itself has begun.
14. Written amendments submitted at least 10 working days in advance of the General Meeting or Student Assembly meeting at which the motion that they amend is to be considered shall be included in the agenda for that meeting.
15. Paper copies of all written amendments to motions before General Meetings shall be available to those in attendance and to any other Union Member on request.

Quoracy

16. It is the responsibility of the Chair to check at the beginning of any General Meeting or Student Assembly meeting that it is quorate.
17. General Meetings shall be inquorate if, 15 minutes having passed since the published time for the beginning of the meeting, fewer than 100 full Union members are present.
18. Student Assembly meetings shall be inquorate if, 5 minutes having passed since the published time for the beginning of the meeting, fewer than 50% plus 1 of the elected Assembly Members are present.
19. If a General Meeting is inquorate it shall be adjourned in accordance with clauses 37 and 38 of the Constitution.



20. If a Student Assembly meeting is inquorate the Chair shall immediately call it to a close and all business will be carried over to the next Student Assembly meeting.
21. If three Student Assembly meetings in a row are inquorate then all members shall be considered to have resigned and a Bye-Election shall take place to elect new Student Assembly Members.

Chairing

22. General Meetings shall be chaired by the Chair of Student Assembly or, in their absence, the Vice-Chair of Student Assembly, or, in their absence, an appropriate Student Officer.
23. The Chair of Student Assembly shall be elected by a cross campus ballot of full union members. The Chair will be elected in the spring elections. The Vice-Chair of Student assembly shall be elected in the first Student Assembly of the Academic year from amongst the members of Student Assembly.
24. The Chair and Vice-Chair of Student Assembly shall hold their positions for all Student Assembly meetings each academic year except the first unless they suffer defeat in a vote of No Confidence.
25. The Chair of Student Assembly shall be the neutral arbiter in General Meetings and Student Assembly meetings and may not, during their elected term, cast a vote on any matter in such meetings. Should the Chair wish to comment on any point or contribute to a debate at any point they must first, with their agreement, pass the duties of the chair to the Vice-Chair.
26. When the Vice-Chair of Student Assembly or a Student Officer holds the duties of the chair they shall be considered to be the Chair. As such they may not comment on any point, contribute to a debate, or cast a vote.
27. The Vice-Chair of Student Assembly and the Student Officers shall have the right to comment on any point, contribute to a debate, or cast a vote unless they have taken on the duties of the chair at any time during proceedings relating to the agenda item in question.
28. The Chair may not submit motions, except Procedural Motions, or amendments to motions to Student Assembly or General Meetings during their elected term. The Vice-Chair and the Student Officers may submit motions or amendments to motions to Student Assembly or General Meetings during their elected term as long as they do not hold the duties of the Chair, when they may only submit procedural motions.



Conduct

29. It is the responsibility of the Chair to maintain order in General Meetings and Student Assembly meetings, and to ensure that the time allowed for any meeting by its agenda is not exceeded.
30. The Chair may close the meeting or adjourn the meeting for up to 10 minutes if they believe it not to be in order.
31. The Chair may expel any attendee from a meeting for failure to adhere to its rules.
32. All attendees at General Meetings or Student Assembly meetings shall abide by the Union Constitution, Bye-Laws, and Policies.
33. At General Meetings and Student Assembly meetings the following speaking rules shall apply:
 34. When any attendee speaks in order then all other attendees shall be silent;
 35. Any attendee wishing to speak shall seek permission to do so from the Chair by raising their hand;
 36. At General Meetings such permission shall automatically be granted, through the Chair, to full members of the Union. Such permission shall be granted at the discretion of the Chair to Associate or Honorary Members of the Union, or any other attendee. Permission granted at the discretion of the Chair may be qualified so that the speaker may only present information to the meeting. However, if the Chair has granted permission, the speaker may speak in favour of or against any item;
 37. At Student Assembly meetings such permission shall automatically be granted, through the Chair, to Assembly Members. Such permission shall be granted at the discretion of the Chair to any other attendee. Permission granted at the discretion of the Chair may be qualified so that the speaker may only present information to the meeting. However, if the Chair has granted permission, the speaker may speak in favour of or against any item;
38. No person shall speak until the Chair grants permission to do so;
39. The Chair shall decide the order of speaking unless a debate is being held, in which case the order outlined in Clause 55 of this Bye-Law shall be adhered to;
40. At the request of the Chair each speaker shall introduce themselves before proceeding to speak;



41. If the Chair requests a speaker to stop speaking they must do so.

Order of Business

42. It shall be the responsibility of the Chair of Student Assembly, Vice-Chair of Student Assembly, and Student Officers, on the receipt of all motions and items for the agenda of a General Meeting or Student Assembly meeting, to meet and allocate suitable time to each item on the agenda in order that it can be circulated 5 working days before the meeting in question.
43. The Chair shall ensure that any General Meeting or Student Assembly meeting adhere to its agenda, as set in accordance with Clause 42 of this Bye-Law, unless a relevant Procedural Motion is passed.
44. Printed copies of the meeting agenda, minutes of the previous meeting, and all other papers shall be available at the beginning of each General Meeting. Student Assembly papers will be displayed on a screen throughout the meeting or available in printed, accessible formats on request.
45. The order of business at General Meetings and Student Assembly meetings shall be outlined in Bye-Law F and G respectively

Points of Order, Points of Clarification and Procedural Motions

46. Any full union member may call a Point of Order, Point of Clarification or Procedural Motion at any time during a General Meeting except during a vote, with the exception of Procedural Motion 10, which may be called during a vote. Only a full Union member may call Point of Order, Point of Clarification or Procedural Motion at a General Meeting,
47. Any Student Assembly Member may call a Point of Order, Point of Clarification or Procedural Motion at any time during a Student Assembly meeting except during a vote, with the exception of Procedural Motion 10, which may be called during a vote. Only a Student Assembly Member may call Point of Order or Procedural Motion at a Student Assembly Meeting. Any full union member may call a Point of Clarification during a student assembly meeting.
48. Any attendee wishing to raise a Point of Order, Point of Clarification or Procedural Motion shall raise their hand and state, respectively, 'Point of Order', 'Point of Clarification' or 'Procedural Motion'. Upon acknowledgement by the Chair the speaker shall state the nature of the Point of Order or Procedural Motion. Points of Order or Procedural Motions shall take precedence over all other business, except votes, which cannot carry on until they have been resolved.



49. Points of Order and Procedural Motions shall require a proposer and a seconder, which shall be sought by the Chair in the latter instance. Point of Clarifications do not require a seconder
50. A *Point of Order* is a challenge to the running of a meeting, identifying that process has not been followed correctly, which, should it pass, would reverse the decision or action that it relates to. A *Point of Clarification* is a question raised by any full Union member, it is the role of the chair to answer, or find appropriate individual to answer.
51. The procedural motions for General Meetings and Student Assembly meetings shall be, in order of precedence:
 - i. No Confidence in the Chair;
 - ii. To challenge to a decision of the Chair;
 - iii. For a temporary Chair (for a time specified by the proposer);
 - iv. That the meeting be delayed (for no longer than 10 minutes in any 60 minute period);
 - v. That the motion be put;
 - vi. That the motion be voted on in parts;
 - vii. That the motion be referred to the next meeting;
 - viii. That the motion be referred to a specific committee for further consideration;
 - ix. That the motion be not put;
 - x. That a given vote be conducted as a secret ballot of the meeting;
 - xi. That a particular agenda item be given a time extension (for a time specified by the proposer, who shall also specify whether the additional time extend the meeting or deduct time from another agenda item);
 - xii. That the order of business for the meeting be changed.
52. Procedural motions shall require a simple majority to be carried.

Order of Debate

53. When considering any motion before a General Meeting or Student Assembly meeting the Chair shall ensure that the following procedure is adhered to

Introduction of the motion, its context, and amendments received by the Chair;

- i. Invitation for speakers to oppose the motion;
- ii. Proposing speech of a maximum of two minutes for the motion;
- iii. Opposing speech of a maximum of two minutes against the motion;
- iv. The floor is then open for debate, where members can voice opinions, concerns and comments



- v. Questions to be asked by full members (these questions can be open to the meeting or asked of an individual)
- vi. Summary speech of a maximum of two minutes against the motion;
- vii. Summary speech of a maximum of two minutes for the motion;
- viii. Vote on the motion.

Motions submitted have the option to be amended. Amendments can be sent to the chair prior to the meeting, or during the introduction of the motion. The option to amend the motion is reviewed by the proposer and seconder, should they agree then the amended motion will be debated. In the event that the proposer and seconder do not accept the amendments then the amendment will require approval of a single majority. When considering any amendment before a General Meeting or Student Assembly meeting the Chair shall ensure that the following procedure is adhered to:

- i. Introduction of the amendment, its context, and amendments received by the Chair;
- ii. Invitation for speakers to oppose the amendment;
- iii. Proposing speech of a maximum of two minutes for the amendment;
- iv. Opposing speech of a maximum of two minutes against the amendment;
- v. The floor is then open for debate, where members can voice opinions, concerns and comments
- vi. Questions to be asked by full members (these questions can be open to the meeting or asked of an individual)
- vii. Summary speech of a maximum of two minutes against the amendment;
- viii. Summary speech of a maximum of two minutes for the amendment;
- ix. Vote on the amendment.

54. The Chair shall at all times ensure a fair and respectful debate. All questions or comments shall be directed through the Chair who shall have the right to rule them out of order subject to any relevant Procedural Motion.

55. The Chair reserves the right to guillotine the length of speeches and the time of debate as they see fit, as long as there is a fair and balanced debate at all times.

Policy

56. Policy of the Union shall remain binding for 3 years from the point that it is set unless otherwise specified within the Policy.



57. All Policies which propose a permanent status or irrevocable change shall be exempt from the 3 year lapse period if successfully passed. Such Policy shall still be reviewed at least every 3 years and can be removed by a vote of Student Assembly.
58. All Policy shall be submitted to Student Assembly for review at least one month before its lapse date.
59. Where Policy has been set by Referenda, Student Assembly shall only have the power to re-instate, lapse, or refer them back to a Referenda.
60. No policy may be re-submitted to the same democratic process on more than one occasion in an academic year but maybe submitted to a higher democratic process if applicable.
61. The minutes of all meetings at which a Policy motion is proposed shall include the text of that motion.
62. The text of the finally amended and proposed policy shall be considered as the correct record of that Policy.
63. The Student Officers shall be responsible for updating and implementing Policy whilst also being responsible for keeping the correct Union Policy Archive. The Union Policy Archive shall be available to all members and shall be available on the Union website.



Bye-Law M: Democracy Committee

Membership

1. The Democracy committee shall be made up of 8 members, elected from the community and department representatives within Student Assembly. The Chair of Student Assembly shall be a member of the committee. Executive Committee members and Officers cannot sit on this committee.
2. Election of the democracy committee shall take place in the first assembly of the academic year, and bye-elections for any vacated posts shall take place as and when needed.
- 2.1 Members of this committee shall retain their seat until the first student assembly of the following academic year, so long as they are still full members of the Union.

Frequency

3. The Democracy committee shall meet at least twice a term
4. The Chair of the Democracy Committee is responsible for ensuring that meetings are held in line with this Bye-Law. If the Chair is unable to fulfil this responsibility it shall pass to the Vice-Chair of the Democracy Committee.

Chairing

5. The Democracy committee shall be chaired by the Chair of Student Assembly. In the absence of the chair a nominated member of the committee shall chair.
6. The Vice-Chair of Committee shall be elected from amongst the Democracy committee members in the first meeting of the academic year.

Powers

7. The Democracy Committee shall have the following responsibilities:
 - a. Scrutiny of Elected Officers
 - b. To create and develop all procedures and regulations for the Unions democratic areas and processes.
 - c. To ensure the committee is accessible and that all members are aware of their role within the Union.
 - d. Oversight of the Unions election processes
- 7.1 Quorum shall be 50%+1 of the committee members, not including the Chair.



Scrutiny of Elected Officers

8. To scrutinise the following elected posts:
 - a. Executive Committee members
 - b. Student Officers
- 8.1 The elected roles will be scrutinised in three areas:
 - a. Remit
 - b. Policy
 - c. Manifesto
- 8.2 Each student officer shall submit a written report to the Student Assembly Accountability meeting which will be provided to the Democracy committee along with minutes from the standing committee meetings and the executive committee meetings.
- 8.3 The Chair shall have the power to determine whether questions are appropriate, and ensure the relevant representatives are invited to the meeting to answer any questions.
- 8.4 Reports and minutes shall be circulated to the committee members 5 working days prior to the meeting
- 8.5 If an Elected Representative performance is deemed unsatisfactory by the Democracy Committee, the scrutineers have the power to:
 - i. Advise Student Assembly to not pass the report
 - ii. Submit a motion of Censure to Student Assembly
 - iii. Submit a Motion of No Confidence to Student Assembly, which shall be conducted in line with Bye-Law E.
- 8.5.1 The committees reasoning for such action shall be submitted to Student Assembly in the form of a report.
- 8.6 If the work conducted by and Elected Representative is found to be satisfactory by the Democracy Committee, the scrutineers have the power to:
 - i. Advise Student Assembly to pass the report
- 8.7 In the case of exemplary work by an Elected Representative the committee may submit a motion of commendation to Student Assembly.
- 8.8 Democracy Committee members shall either accept or reject reports; there will be no opportunity to abstain.
- 8.9 All recommendations will be voted upon at Student Assembly, and this will form the only process of appeal.



Elections and Referenda

9. The Democracy committee shall approve the rules and processes for any upcoming elections.
10. The Democracy committee shall appoint a subcommittee to oversee the Union elections and any referenda during the nomination and voting period; Election and Referenda Committee
 - 10.1 Membership of this subcommittee shall consist of;
 - i. A Student Officer, nominated by the Executive Committee.
 - ii. Chief Executive of the Union
 - iii. All eligible members of the existing Democracy Committee (Members cannot be actively involved in an election or referenda process)
 - 10.2 Any vacant posts on this committee shall be filled from the members of Student Assembly. In the case of the Autumn elections members of the Executive Committee may be called upon to fill any vacant seats.
 - 10.3 The powers of this committee are outlined in Bye-law B, clause 15.

Unions Democracy

11. The Democracy committee shall create and develop all procedures and regulations for the Unions democratic areas and processes and ensure the Union is accessible and that our members are aware of their role within it.
 - 11.1 Members of the committee may formally consult students and elected Officials to ensure the Union is achieving these objectives.
 - 11.2 The Democracy Committee shall be consulted on all potential changes to the Democracy and Bye-laws of the Union.
 - 11.3 Democracy Committee shall make recommendations for change to the Student Assembly or General Meeting.



Bye Law N: Complaints Procedure

Definitions

- The person making the complaint shall be referred to throughout this document as “the complainant”
- The term “Investigating Officer” shall refer to the individual investigating the complaint
- The term “Committee Chair” shall refer to the individual chairing the Disciplinary Committee.

Membership

1. All Members of the Union have the right to make a complaint about the Union.
2. Where possible, all complaints to the Union shall be resolved through informal processes, however the complainant shall have the right to formalise their complaint at any point.

Powers

3. Any member of the Union may make a complaint to the Union on the grounds of the following:
 - i. Breach of Law of the land;
 - ii. Breach of Union polices, rules or guidance;
 - iii. Acts of gross negligence;
 - iv. Misconduct;
 - v. Bringing the Union into disrepute.
4. Complaints maybe made about the following areas of the Union:
 - i. Any member of the Union;
 - ii. Any elected Student Representative or selected Assembly member
 - iii. Any services provided by the Union;
5. All complaints regarding elections of the Union shall be dealt with as outlined in Bye-Law B.
6. This code does not cover the conduct of Union Staff which is dealt with under the Complaints Process outlined in the staff handbook.



Processes

7. All complaints shall be considered provided that the following apply:
 - i. The complainant provides their name, Student I.D number and University email address;
 - ii. The complainant raises the complaint within one month of the occurrence, giving appropriate grounds for the complaint;
- 7.1. Complaints should be made in writing to the HR and Development Manager who will allocate the appropriate individual to take action on the complaint;
- 7.2. If the complaint related to any managed services provided by the Union it will be dealt with by the relevant manager.
- 7.4. All valid complaints shall be investigated and the results of the investigation communicated to the complainant within 15 working days of receipt of the complaint.
- 7.5. No person involved in the investigations of any complaint shall have a direct or vested interest in the outcome of the investigation.
- 7.6. All persons involved in the complaint shall be given the opportunity to submit written and oral statements and present appropriate evidence. They may also submit any evidence outlining mitigating circumstances as appropriate.

Incident Investigations

9. Full incident investigations will be undertaken by the Union.
- 9.1. All finished investigations requiring further action will be forwarded onto the HR and Development Manager, who will ensure the relevant procedures are followed where applicable.
- 9.2. In the event that action will be taken either informally or formally the respondent must be made aware of the allegations against them, and given an opportunity to submit any additional evidence to the investigating Officer.
- 9.3. Those charged with investigating a complaint will have 10 working days after acknowledgement of receipt of the complaint to come to a resolution. The following measures are taken to come to a resolution:
 - i. Interview all persons concerned with the complaint;
 - ii. Gather all relevant evidence as appropriate.



- 9.4 The person charged with investigating the complaint shall assess the available evidence and reach one of the following conclusions:
- i. That there is no case to answer;
 - ii. Suggest an informal resolution;
 - iii. Suggest a formal resolution
 - iv. No action to be taken;
 - v. Refer the complaint to another body
 - vi. Forward the complaint to the Disciplinary Procedures as outlined in Bye-Law O;
 - vii. Forward the complaint onto the Trustee Board as appropriate to the nature of the complaint

Representational Complaints

10. Any member of the Union may make a complaint about a Student Officer or Union Chairs performance in representing them.
- 10.1 Any complaint received regarding the representation of student will be passed on to the relevant elected representative to be raised at Student Assembly

Temporary Sanctions

11. The investigating Officer may choose to take temporary action if they deem there to be a risk to the Union. As such the relevant party(s) may be temporary barred from Union premises and activities until the conclusion of the investigation, or where applicable disciplinary: This is not an assumption of guilt.



Bye Law O: Disciplinary Procedures

Formal Action

1. Formal disciplinary procedures shall be used where the person charged with investigating a complaint recommends disciplinary action in accordance with processes outlined in Bye-Law N.
2. Formal disciplinary procedures shall be used when any issue which arises is deemed serious enough to warrant immediate action through the formal processes defined in this Bye-Law.

Process

3. Both the respondent and complainant shall be informed, in writing, within 5 working days of the formal disciplinary committee being requested. The members shall be informed of the processes and rights which they hold together with the time, location and date of the disciplinary hearing.
 - 3.1 The respondent and complainant will not be required to attend a the meeting of the Disciplinary Committee.
 - 3.2 The relevant party(s) will be provided with the allegations, and any evidence, to be presented to the disciplinary committee at least 5 working days prior to the meeting being held. If they wish to submit any additional evidence they must do so 3 working days prior to the meeting.
 - 3.3 Upon receipt of the request for a disciplinary committee meeting the HR and Development Manager will allocate one of the Officers to chair a disciplinary committee meeting.
 - 3.3.1 If an Officer is not an appropriate then the Trustees or their delegated nominee shall Chair.
 - 3.4 The investigating Officer or Disciplinary Committee Chair has the right to request that temporary sanctions are applied to the Member being investigated, pending the outcome of the disciplinary hearing, including the suspension from certain Union services and premises.

The Disciplinary Committee

4. The Disciplinary Committee shall comprise of:
 - i. The Chair (This shall be the allocated Officer)



- ii. A member of the Union Senior Management Team: or their nominee (in an advisory capacity).
 - iii. 3 members of the Unions Complaints and Disciplinary Committee
- 4.1 Such members shall be selected according to their availability and independence from both the incident that is being heard and from either the complainant or the respondent.
- 4.2 The investigating Officer shall provide to the hearing, all previous and relevant evidence which they have collated.
- 4.3 All members of the Complaints and Disciplinary Committee and other individual in attendance shall treat all matter arising and relating to the Disciplinary hearing as strictly confidential. Any breach of confidentiality may result in disciplinary action.
- 4.4 The panel shall decide the outcome of the disciplinary procedure and report the outcome to the Member in writing within 5 working days. The Complaints and Disciplinary Committee shall also inform the member of their rights to appeal which are outlined in Clause 8 of this Bye-Law.

Disciplinary Committee Investigation Process

5. The meeting will proceed in the following manner:
- i. Results of the investigation will be presented by the Investigating Officer
 - ii. The Disciplinary Committee will have the opportunity to ask questions of the Investigating Officer
 - iii. Everyone apart from members of the Disciplinary Committee will leave the meeting
 - iv. The Committee will make a decision based only on the evidence presented.
- 5.1 All issues raised at the Disciplinary Committee are confidential.
- 5.2 If there is Police and/or a National Governing Body involvement in the investigation of an incident, the Union disciplinary action will be suspended until the Police or other action is concluded, or the outcome of any court case known.
- 5.3 During the course of Police investigation the respondent (s) may be barred from Union premises and activities until the conclusion of the Police action: This is not an assumption of guilt.
- 5.4 It is the responsibility of the respondent to formally inform the Union that the Police action is concluded, providing appropriate paperwork for the purpose of the Disciplinary case file.



Sanctions

6. The Complaints and Disciplinary Committee can impose the following Disciplinary sanctions:

- i. No action
- ii. Suspension from all or any specific activities and privileges in relation to membership of the Union for a specified period of time, or in cases of gross misconduct, permanently.
- iii. Order payment of restitution of damages.
- iv. Refer the case to another body, including through the University disciplinary procedures.
- v. Any other action the Union deems appropriate
- vi. Recommendations for a vote of no confidence or censure

6.1 The Union can bring procedures against a complainant, if a complaint is deemed to be malicious.

Appeal Procedure

7. Any member subject to the disciplinary procedures outlined in this Bye-Law shall only have the right to appeal on the basis of a failure to follow procedures or if new evidence pertinent to the case should arise. Any appeal made shall adhere to the following processes:

7.1 The appeal must be addressed, in writing, to the HR and Development Manager within three working days in receipt of the written decision of the Complaints and Disciplinary Committee.

7.2 The respondent must accompany any appeal with a clear statement as to why they are appealing.

7.3 All sanctions imposed by the Complaints and Disciplinary Committee shall remain in place until any subsequent Appeal Panel has made its ruling.

7.4 Upon receipt of the appeal, the HR and Development manager shall appoint an Officer who shall judge whether the grounds of appeal warrant a hearing. The outcome of this shall be communicated to the respondent within 5 working days of the request to appeal.

7.5 If the Officer finds a case for grounds to appeal, then an Appeals Panel shall be formed.



- 7.6 Any appeals panel shall hear the case within 5 working days of the appeals panel being formed.
- 7.7 All appeals panels shall only be provided with new evidence which has been proven to come to light since the disciplinary hearing and the verdict of the hearing. Only new evidence may be presented to the appeals panel.
- 7.8 The appeals panel shall be made up of the following:
- i. An allocated Officer who has not previously been involved in the process, who shall Chair;
 - ii. A member of the Union Senior Management Team: or their nominee (in an advisory capacity).
 - iii. 3 Student Assembly members as selected.
- 7.9 The appeals panel shall hear the appeal and shall have the following powers:
Confirm the decision made by the Complaints and Disciplinary Committee;
Reduce the sanction imposed by the Complaints and Disciplinary Committee;
Set aside the sanctions imposed by the Complaints and Disciplinary Committee.
- 7.10 The appeals panel shall not have the power to increase any level of sanction as imposed by the previous Complaints and Disciplinary Committee.
- 7.11 The allocated Officer shall inform the member appealing, in writing, of the decision made by the appeal panel within 5 working days of the hearing.
- 7.12 All decisions made by any appeals panel shall be seen as final and binding.

Disciplinary Records and accrued sanctions

8. Records of all investigations will be maintained for the duration of 3 years.
9. The Union reserves the right to accrue disciplinary penalties issued under section 6 Sanctions, as appropriate.
10. The Union reserves the right, where appropriate, to reopen an investigation or disciplinary issue at any



Bye-Law P: Equality and Diversity Policy

EQUAL OPPORTUNITIES STATEMENT

“The Union of Brunel Students is committed to equality of opportunity for all.

We will demonstrate this commitment through encouraging a community in which all individuals may contribute without fear of discrimination. Ensuring equality of opportunity will be given the highest priority within this Union and we pledge to campaign against discrimination.”

1. The Union is committed to treating everyone equally and with respect. Discrimination (direct or indirect) based on a person's Age, Appearance, Caring Responsibilities, Caste, Class, Educational Background or current Educational Status, Gender, HIV Status, Marital or Family Status, Nationality, Political Beliefs, Religion, Religious belief, Immigration Status, Race/Ethnicity, Sexuality, Long-Term Illness, Irrelevant Criminal Conviction, Physical or Mental Ability, Trade Union Activity or any other grounds which cannot be justified will not be tolerated. This Union promotes equal opportunities as an employer, as a representative campaigning body and as a provider of services.
2. This policy exists to:
 - 2.1 Ensure that this Union is proactive in promoting equality of opportunity.
 - 2.2 Ensure sanctions are in place to deal with those that fail to comply with the procedures and guidelines.
 - 2.3 Commit the Union to monitoring the implementation of this policy and the evaluation of its effectiveness.
3. The Union is a student-led organisation that needs to represent its diverse membership. The Union recognises that inequality, oppression and discrimination exist in society and aims to work towards the elimination of discrimination and the provision of equality of opportunity for its members and employees. In recognising this, the Union has the following objectives:
 - 3.1 To create and sustain a positive and welcoming environment for all members, visitors and staff.
 - 3.2 To increase the participation of all members.
 - 3.3 To increase the accessibility of information for students and staff.
 - 3.4 To ensure activities and events meet the needs of the diverse membership.
 - 3.5 To ensure officers and staff are aware of the diversity of the Union's membership
 - 3.6 To ensure decision-making bodies of the Union represent the needs of disadvantaged groups.
 - 3.7 To address any barriers that may prevent equality of opportunity.
 - 3.8 To increase awareness within the organisation of the needs of disadvantaged groups and prevent discrimination from occurring.



- 3.9 To ensure that the Union meets and where desirable, exceeds legislative requirements.
4. The Union recognises that this Equal Opportunities policy can only succeed with the support of all members. All members of the Union are responsible for their own behaviour and should abide by this policy.
5. The operation and implementation of this policy is the overall responsibility of the Trustee Board.
6. The Executive Committee will monitor the implementation of the policy, make recommendations for improvement and set procedures for its implementation.
7. The Student Officers will regularly review and make recommendations to the Executive Committee to update and evaluate the implementation of this policy.
8. The Equal Opportunities policy will be available on the Union's website and hard copies will be available from the Union reception.
9. The Equal Opportunities statement will be published on the Union website.
10. The Union does not imply or accept that it has not sought to apply fair standards of practice in the past. It does however recognise the need to constantly examine policy and practice in the light of changing standards and expectations.



Bye-Law Q: Proxies

1. Proxies may only validly be appointed by a notice in writing (a “Proxy Notice”) which:
 - 1.1 states the name and address of the Member appointing the proxy;
 - 1.2 identifies the person appointed to be that Member’s proxy and the general meeting in relation to which that person is appointed;
 - 1.3 is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Trustees may determine; and
 - 1.4 is delivered to the Union in accordance with the Constitution and any instructions contained in the notice of general meeting to which they relate.
2. The Trustees may require Proxy Notices to be delivered in a particular form, and may specify different forms for different purposes.
3. Proxy Notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
4. Unless a Proxy Notice indicates otherwise, it must be treated as:
 - 4.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
 - 4.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

Delivery of Proxy Notices

5. The Proxy Notification Address in relation to any general meeting is:
 - 5.1 the principal office of the Union; or
 - 5.2 any other address or addresses specified by the Union as an address at which the Union or its agents will receive Proxy Notices relating to that meeting, or any adjournment of it, delivered in hard copy or Electronic Form; or
 - 5.3 Any electronic address falling within the scope of the Constitution.
6. Subject to paragraphs 7 and 8 of this Schedule, a Proxy Notice must be received at a Proxy Notification Address not less than 48 hours before the general meeting or adjourned meeting to which it relates.



7. In the case of a poll taken more than 48 hours after it is demanded, the Proxy Notice must be received at a Proxy Notification Address not less than 24 hours before the time appointed for the taking of the poll.
8. In the case of a poll not taken during the meeting but taken not more than 48 hours after it was demanded, the Proxy Notice must be:
 - 8.1 received in accordance with paragraph 6 of this Schedule; or
 - 8.2 given to the Chair of the Meeting, Secretary (if any) or any Trustee at the meeting at which the poll was demanded.
9. An appointment under a Proxy Notice may be revoked by delivering a notice in writing given by or on behalf of the person by whom or on whose behalf the Proxy Notice was given to a Proxy Notification Address.

Revocation

10. A notice revoking the appointment of a proxy only takes effect if it is received before:
 - 10.1 the start of the meeting or adjourned meeting to which it relates; or
 - 10.2 (in the case of a poll not taken on the same day as the meeting or adjourned meeting) the time appointed for taking the poll to which it relates.
11. If a Proxy Notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointer's behalf.

Proxy Vote Limits

12. Proxy Votes will enable to appointer signing over their vote to either leave the decision at the discretion of the proxy, or to specify how they wish the proxy to vote.
13. Proxy votes will be limited to 10 votes per person, where the instructions allow the proxy to use their discretion.
 - 13.1 An additional 10 proxy votes per person will be allowed where the appointer's have specified a mandate on how they wish their proxy to vote on each agenda item.



Bye-Law R: Postal or email voting

1. The Trustees must appoint at least two persons independent of the Union to serve as scrutineers to supervise the conduct of the postal and email ballot and the counting of postal and email votes.
2. If postal and/or email voting is to be allowed on a matter, the Union must send to Members of the Union not less than 21 days before the deadline for receipt of votes cast in this way a notice including an explanation of the purpose of the vote and the voting procedure to be followed by the Members.
3. The voting procedure must require all forms returned by post to be in an envelope with the Member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for the Union of Brunel Students', at the Union's principal office or such other postal address as is specified in the voting procedure.
4. The voting procedure for votes cast by email must require the Member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.
5. Email votes must be returned to an email address specified in the voting procedure.
6. The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.
7. The scrutineers must make a list of names of Members casting valid votes, and a separate list of Members casting votes which were invalid. These lists must be provided to a Trustee or other person overseeing admission to, and voting at, the general meeting.
8. For postal votes, the scrutineers must retain the internal envelopes (with the Member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the Member's name. In each case, a scrutineer must record on this evidence of the Member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.
9. Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the Chair of the Meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.
10. The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been



counted. Only at this point shall the scrutineers declare the result of the valid votes received. These votes shall be included in the declaration of the result of the vote on a poll.

11. Following the final declaration of the result of the vote, the scrutineers must provide to a Trustee or other authorised person bundles containing the evidence of Members submitting valid postal votes; evidence of Members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.
12. Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the Trustees, to consist of two Trustees and two persons independent of the Union. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Society.



Bye-law S: Accountability Open Forum

Frequency

1. The accountability open forum will take place 3 times during the academic year. There shall be at least 1 meeting per academic term.
- 1.1 The schedule of meetings shall be published and agreed at the first Student Assembly meeting of the academic year.

Membership

2. Any Member of the Union may attend the open forum and speak.
3. The Executive Committee members are required to attend the meeting in order to be held accountable.

Chairing

4. It is the responsibility of the Chair of Student Assembly to ensure the smooth running of meetings. The Vice-Chair of Student Assembly shall assume the duties of Chair in the absence of Chair.
- 4.1 Student Assembly members are required to attend this meeting as part of their role.

Duties and Responsibilities of the Accountability Open Forum

5. The Accountability Open Forum is responsible for holding the Executive Officers accountable.
- 5.1 The Chair may refer members to the commendation, censure and no confidence processes if they deem it to be necessary
- 5.2 The scrutiny panel may make recommendations to Student Assembly following points raised by members in the forum.

Process

5. There are no quoracy requirements for this meeting.
6. A record of the meeting will be taken and published within 5 working days following the forum.



7. Apologies from the Executive Committee members must be received at least 48 hours prior to the meeting. Failure to submit apologies will trigger a censure vote in the following Student Assembly.

Conduct

8. It is the responsibility of the Chair to maintain order in the forum, and to ensure that the time allowed is not exceeded.
9. The Chair may close the meeting or adjourn the meeting for up to 10 minutes if they believe it not to be in order.
10. The Chair may expel any attendee from a meeting for failure to adhere to its rules.
11. All attendees at the forum shall abide by the Union Constitution, Bye-Laws, and Policies.
12. At the forum the following speaking rules shall apply:
13. When any attendee speaks in order then all other attendees shall be silent;
14. Any attendee wishing to speak shall seek permission to do so from the Chair by raising their hand;
15. No person shall speak until the Chair grants permission to do so;
16. The Chair shall decide the order of speaking;
17. At the request of the Chair each speaker shall introduce themselves before proceeding to speak;
18. If the Chair requests a speaker to stop speaking they must do so.