



Constitution

of

Worcester Students' Union

Charity Number 1145192

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Constitution
of
Worcester Students' Union

BACKGROUND

- A. Worcester Students' Union (the "Union") is a students' union within the meaning of the Education Act 1994. The Union is devoted to the educational interests and welfare of its Members.
- B. The Union will seek at all times to:
- (i) ensure that the diversity of its membership is recognised and that equal access is available to all Members of whatever origin or orientation;
 - (ii) pursue its aims and objectives independent of any political party or religious group; and
 - (iii) pursue equal opportunities by taking positive action within the law to facilitate participation of groups discriminated against by society.
- C. This Constitution has been structured to give the Board of Trustees reasonable authority to manage the affairs of the Union in a professional manner. The Members enjoy the right, which must be exercised in accordance with charity law, to elect a proportion of the Trustees and to dismiss all of the Trustees. The Board of Trustees will give the utmost consideration to the views of Members.
- D. Under the Education Act 1994, the University of Worcester has a statutory duty to ensure that the Union operates in a fair and democratic manner and is held to proper account for its finances. The Union therefore works alongside the University of Worcester in ensuring that the affairs of the Union are properly conducted and that the educational and welfare needs of the Union's Members are met.

Definitions and Interpretation

1. The meanings of any defined terms used in this Constitution are set out in Clause 104. If any dispute arises in relation to the interpretation of this Constitution or any of the Bye-Laws, it shall be resolved by the President.

Name

2. There shall be a students' union in the name of Worcester Students' Union (and in this Constitution it is called "the Union").

Objects

3. The Union's objects are the advancement of education of Students at the University of Worcester for the public benefit by:
 - 3.1 promoting the interests and welfare of Students at the University of Worcester during their course of study and representing, supporting and advising Students;
 - 3.2 being the recognised representative channel between Students and the University of Worcester and any other external bodies; and
 - 3.3 providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

Powers

4. To further its objects, but not to further any other purpose, the Union may:
 - 4.1 provide services and facilities for Members;
 - 4.2 establish, support, promote and operate a network of student activities for Members;
 - 4.3 support any RAG or similar fundraising activities carried out by its Members for charitable causes, including the provision of administrative support, banking facilities and acting as a holding trustee of any funds raised;
 - 4.4 alone or with other organisations:
 - 4.4.1 carry out campaigning activities;
 - 4.4.2 seek to influence public opinion; and
 - 4.4.3 make representations to and seek to influence governmental and other bodies and institutionsregarding the reform, development and implementation of appropriate policies, legislation and regulations provided that all such activities shall be confined to the activities which an English and Welsh charity may properly undertake and provided that the Union complies with the Education Act and any guidance published by the Charity Commission;
 - 4.5 write, make, commission, print, publish or distribute materials or information or assist in these activities;
 - 4.6 promote, initiate, develop or carry out education and training and arrange, provide or assist with exhibitions, lectures, meetings, seminars, displays or classes;
 - 4.7 promote, encourage, carry out or commission research, surveys, studies or other work and publish the useful results;
 - 4.8 provide or appoint others to provide advice, guidance, representation and advocacy;

- 4.9 co-operate with other charities and bodies and exchange information and advice with them;
- 4.10 become a member, affiliate or associate of other charities and bodies;
- 4.11 support, set up or amalgamate with other charities with objects identical or similar to the Union's objects, and act as or appoint trustees, agents, nominees or delegates to control and manage such charities;
- 4.12 purchase or acquire all or any of the property, assets, liabilities and engagements of any charity with objects similar to the Union's objects;
- 4.13 incorporate and transfer all its assets to a charitable limited liability legal entity, and dissolve at any time following such incorporation and transfer if the Trustees consider it appropriate to do so;
- 4.14 raise funds and invite and receive contributions from any person provided that the Union shall not carry out any taxable trading activities in raising funds;
- 4.15 borrow and raise money on such terms and security as the Union may think suitable (but only in accordance with the restrictions imposed by the Charities Act 1993);
- 4.16 purchase, lease, hire or receive property of any kind including land, buildings and equipment and maintain and equip it for use;
- 4.17 sell, manage, lease, mortgage, exchange, dispose of or deal with all or any of its property (but only in accordance with the restrictions imposed by the Charities Act 1993);
- 4.18 make grants or loans of money and give guarantees;
- 4.19 set aside funds for special purposes or as reserves against future expenditure;
- 4.20 invest and deal with the Union's money not immediately required for its objects in or upon any investments, securities, or property;
- 4.21 delegate the management of investments to an appropriately experienced and qualified financial expert provided that:
 - 4.21.1 the investment policy is set down in writing for the financial expert by the Trustees;
 - 4.21.2 every transaction is reported promptly to the Trustees;
 - 4.21.3 the performance of the investment is reviewed regularly by the Trustees;
 - 4.21.4 the Trustees are entitled to cancel the delegation at any time;
 - 4.21.5 the investment policy and the delegation arrangements are reviewed at least once a year;
 - 4.21.6 all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
 - 4.21.7 the financial expert may not do anything outside the powers of the Trustees;

- 4.22 arrange for investments or other property of the Union to be held in the name of a nominee (being a company or a limited liability partnership registered or having an established place of business in England and Wales) under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee required;
- 4.23 lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company;
- 4.24 open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange;
- 4.25 trade in the course of carrying out any of its objects;
- 4.26 establish or acquire subsidiary companies to carry on any taxable trade;
- 4.27 subject to Clause [5] (Limitation on private benefits), employ and pay employees and professionals or other advisors;
- 4.28 grant pensions and retirement benefits to employees of the Union and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for employees of the Union and their dependants;
- 4.29 pay out of the funds of the Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Union provided that no such insurance shall extend to:
 - 4.29.1 any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceedings or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising);
 - 4.29.2 any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct; or
 - 4.29.3 any liability incurred by the Trustees to the Union that arises out of any conduct which the Trustees knew (or must reasonably be assumed to have known) was not in the interests of the Union or in the case of which they did not care whether it was in the best interests of the Union or not; and
- 4.30 do all such other lawful things as shall further the Union's objects.

5. Limitation on private benefits

- 5.1 The income and property of the Union shall be applied solely towards the promotion of its objects.
- 5.2 Except as provided below no part of the income and property of the Union may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member of the Union. This shall not prevent any payment in good faith by the Union of:

- 5.2.1 any payments made to any Member in their capacity as a beneficiary of the Union;
 - 5.2.2 reasonable and proper remuneration to any Member for any goods or services supplied to the Union provided that if such Member is a Trustee Clause [5.3] shall apply;
 - 5.2.3 interest on money lent by any Member to the Union at a reasonable and proper rate; and
 - 5.2.4 any reasonable and proper rent for premises let by any Member to the Union.
- 5.3 Except as provided below no Trustee may sell goods, services or any interest in land to the Union; be employed by, or receive any remuneration from, the Union; or receive any other financial benefit from the Union. This shall not prevent any payment in good faith by the Union of:
- 5.3.1 any payments made to any Trustee or Connected Person in their capacity as a beneficiary of the Union;
 - 5.3.2 reasonable and proper out of pocket expenses of the Trustees;
 - 5.3.3 reasonable and proper remuneration to any Officer Trustee or Connected Person for any goods or services supplied to the Union on the instructions of the Trustees provided that:
 - (a) for the avoidance of doubt, the authorisation under this provision shall extend to the remuneration of Officer Trustees and Connected Persons under contracts of employment with the Union;
 - (b) subject to Clause 5.3.3(a), the authorisation under this provision shall not extend to the service of acting as Trustee;
 - (c) if the person being remunerated is a Trustee the procedure described in Clause 88 (Conflicts of Interest) must be followed in considering the appointment of the Trustee and in relation to any other decisions regarding the remuneration authorised by this provision;
 - (d) if the person being remunerated is a Connected Person the procedure described in Clause 88 (Conflicts of Interest) must be followed by the relevant Trustee in relation to any decisions regarding such Connected Person;
 - (e) subject to Clause 5.6, this provision may not apply to more than half of the Trustees in any financial year (and for these purposes such provision shall be treated as applying to a Trustee if it applies to a person who is a Connected Person in relation to that Trustee); and
 - (f) at all times the provisions of the Education Act are complied with;
 - 5.3.4 interest on money lent by any Trustee or Connected Person to the Union at a reasonable and proper rate;

- 5.3.5 any reasonable and proper rent for premises let by any Trustee or Connected Person to the Union;
 - 5.3.6 reasonable and proper premiums in respect of indemnity insurance effected in accordance with Clause 4.29;
 - 5.3.7 any payments made to any Trustee or officer under the indemnity provisions set out at Clause 102; and
 - 5.3.8 any payments authorised in writing by the Charity Commission.
- 5.4 In Clauses 5.2 and 5.3, references to the Union shall be read as references to the Union and/or any Subsidiary Company.
- 5.5 For any transaction authorised by Clause 5.3 or Clause 5.4, the Trustee's duty (arising under the Companies Act 2006) to avoid a conflict of interest with the Union shall be disapplied provided the relevant provisions of Clause 5.3 or Clause 5.4 have been complied with.
- 5.6 Where a vacancy arises on the Board of Trustees with the result that Clause 5.3.3 applies to more than half of the Trustees, the Union may continue to pay remuneration to its Officer Trustees and any Connected Persons receiving remuneration in accordance with Clause 5.3.3 provided that the Union uses all reasonable endeavours to fill the vacancy as soon as possible.

Dissolution

6. If any property remains after the Union has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among the Members of the Union. It shall instead be given or transferred to some other charitable institution or institutions having similar objects to those of the Union and which prohibits the distribution of its or their income and property among its or their members to an extent at least as great as this Constitution imposes upon the Union. The institution or institutions which are to benefit shall be chosen by the Trustees of the Union at or before the time of winding up or dissolution.

Amendments to the Constitution

7. The Trustees and The University of Worcester shall review this Constitution every five years, with effect from the date that this Constitution comes into effect.
8. No amendment of this Constitution shall be made which would have the effect of the Union ceasing to be a charity.
9. Clause 3 (Objects) and Clause 5 (Limitation on private benefits) may not be amended without the prior written consent of the Charity Commission.
10. Save where the amendment to the Constitution is a consequential amendment due to a change in the Bye-Laws (for example, the number or heading names of Clauses), the Constitution may be amended by:
- 10.1 a resolution of the Members passed at a general meeting by at least 66% of those present and voting; or

- 10.2 a resolution passed by a 66% majority of the Members voting in a Referendum provided that at least 10% of Members cast a vote in the Referendum

provided The University of Worcester approves the amendments (as required for the purposes of compliance with Section 22 of the Education Act).

Membership

Members

11. The Members of the Union shall be as follows:
- 11.1 each and every Student who has not opted out by notifying the University of Worcester of his or her wish not to be a Member of the Union; and
- 11.2 the Officer Trustees of the Union.
12. Membership shall not be transferable and shall cease on death. A Member shall automatically cease to be a Member of the Union if:
- 12.1 he or she ceases to be a Student;
- 12.2 he or she ceases to be an Officer Trustee;
- 12.3 he or she opts out of membership by giving written notice to the Union in accordance with the Bye-Laws; or in the case of Members other than the Officer Trustees, a resolution is passed by a majority vote of the Student Council resolving that the Member be expelled on the ground that his or her continued membership is harmful to or is likely to become harmful to the interests of the Union. Such a resolution shall not be passed unless the Member has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify expulsion, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Student Council.
13. Members' details shall be entered in a register of Members.
14. Members of the Union shall be entitled to the benefits set out in the Code of Practice.

Associate Members

15. The Trustees may elect to and remove from associate membership of the Union such persons as they consider to be fit. The Trustees shall determine the form of application for associate membership, and associate membership shall be subject to such rights and obligations as the Trustees consider appropriate.
16. Associate members shall not be Members for the purposes of this Constitution and shall not be entitled to vote on any matter.

Referenda

17. A Referendum may be called on any issue by:
 - 17.1 a resolution of the Trustees;
 - 17.2 a majority vote of the Student Council; or
 - 17.3 a Secure Petition signed by at least 2% of Members.
18. Subject to Clause 10.2, a resolution may only be passed by Referendum if at least 10% of Members cast a vote in the Referendum and a majority of the votes cast are in favour of the resolution.
19. Referenda shall be conducted in accordance with this Constitution and the Bye-Laws.
20. Subject to Clause 62, the Members may set Policy by Referenda. Policy set by Referenda may overturn Policy set either by the Members in general meeting or by the Student Council.

General Meetings

Annual General Meeting

21. The Union shall hold an annual general meeting once in each calendar year. Not more than 18 months shall pass between the date of one annual general meeting and the next. The annual general meeting shall be held at such time and place as the Trustees shall think suitable to allow the maximum number of Members to attend.

Other General Meetings

22. The Trustees may call a general meeting at any time. The Trustees shall call a general meeting on receiving a requisition to that effect, signed by at least 1% of Members having the right to attend and vote at general meetings.

Location of Meetings

23. Annual and general meetings may be carried out at one single venue or simultaneously at a maximum of three separate venues with a video, audio or other real-time link between all of the venues. At the start of such meetings, each venue must indicate by majority vote that they are satisfied with the meeting set-up and technology.

Length of Notice

24. A general meeting shall be called by at least 10 working days' written notice.

Contents of Notice

25. Every notice calling a general meeting shall specify the place, day and time of the meeting and the general nature of the business to be transacted. If the meeting is an annual general meeting, the notice must say so and the business to be transacted shall include:
- 25.1 ratification of minutes of previous AGM;
 - 25.2 receiving the report of the Trustees on the Union's activities since the previous AGM;
 - 25.3 receiving the accounts of the Union for the previous financial year;
 - 25.4 appointment of the auditors;
 - 25.5 approving the list of affiliations of the Union; and
 - 25.6 open questions to the Trustees by the Members.

Service of Notice

26. Notice of general meetings shall be given to every Member and to the Trustees and any patron of the Union.

Quorum

27. No business shall be transacted at any general meeting unless a quorum is present. 15% of members (but excluding Trustees), shall be a quorum.
28. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned.

Chair

29. The chair of Student Council or in his or her absence the Deputy Chair shall preside as chair of the meeting. In the absence of the chair of Student Council and the Deputy Chair, the Members present and entitled to vote shall choose one of their number to be chair.

Attendance

30. A Trustee may, even if not a Member, attend and speak at any general meeting.

Adjournment

31. The chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place,

but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for 10 working days or more, at least 10 working days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

Votes of Members at General Meetings

- 32. Every Member has the right to attend general meetings and the right to vote. A resolution put to the vote of a general meeting shall be decided on a show of hands, and every Member shall have one vote.
- 33. Every resolution put to the vote of a general meeting shall be decided by a simple majority of the votes cast unless this Constitution provides otherwise.

Trustees

Appointment of Trustees

- 34. The Trustees shall be made up of the following persons:
 - 34.1 not more than 3 Officer Trustees, elected in accordance with Clause 35;
 - 34.2 not more than 4 Student Trustees, elected in accordance with Clause 40;
 - 34.3 not more than 3 External Trustees, appointed in accordance with Clause 47

Officer Trustees

- 35. Up to Three Officer Trustees shall be elected by secret ballot by the Members of the Union at an election to be held in accordance with the Bye-Laws. The Officer Trustees shall be elected to posts set out in the Bye-Laws.
- 36. The Officer Trustees shall remain in office for a term of one year commencing in accordance with the Bye-Laws. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. Subject to a transitional change in the year of office, an Officer Trustee may be re-elected for a maximum further term of one year by the Members of the Union at an election to be held in accordance with the Bye-Laws. For the avoidance of doubt, an Officer Trustee's terms of office may be either consecutive or non-consecutive.
- 37. Each Officer Trustee must be a Student or an Officer Trustee at the time of his or her election. An Officer Trustee shall become a Member of the Union on commencement of his or her appointment or re-appointment as an Officer Trustee. Such membership shall cease when the Officer Trustee ceases to be an Officer Trustee.
- 38. The Officer Trustees shall be deemed to be "major union office holders" for the purposes of Section 22 of the Education Act.
- 39. At the same time as commencing the term of office as a Trustee, the Officer Trustee will enter into a contract of employment with the Union for a term to be determined by this

Constitution. The duties and method of remuneration of each Officer Trustee shall be as set out in the Bye-Laws.

Student Trustees

40. Subject to Clause 41 below, up to 4 Student Trustees shall be elected by the Student Council from such persons as have been nominated by the Appointments Committee provided that the election of each Student Trustee is ratified by a 66% majority vote of the Student Council. For the avoidance of doubt, such election shall not take effect until it has been ratified by the Student Council.
41. Each Student Trustee must be a Student at the time of his or her election (and shall continue to be a Student for the duration of his or her term as a Student Trustee).
42. Student Trustees shall remain in office for a term of two years commencing in accordance with the Bye-Laws. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.
43. A Student Trustee may serve a maximum of two consecutive terms.

External Trustees

44. Up to 3 External Trustees shall be appointed by a simple majority vote of the Appointments Committee.
45. Unless their appointment is terminated in accordance with Clauses 47 to 51, External Trustees shall remain in office for a term of up to three years commencing in accordance with the Bye-Laws.
46. External Trustees may serve a maximum of two terms which may either be consecutive or non-consecutive.

Disqualification, Resignation and Removal of Trustees

47. The office of a Trustee shall be vacated if:
 - 47.1 he or she becomes prohibited by law from being a charity trustee;
 - 47.2 in the case of an Officer Trustee, he or she ceases to be an employee of the Union;
 - 47.3 in the case of a Student Trustee, he or she ceases to be a Student;
 - 47.4 he or she resigns by notice to the Union (but only if at least four Trustees will remain in office when the notice of resignation is to take effect);
 - 47.5 the Trustees reasonably believe he or she is suffering from mental or physical disorder and is incapable of acting as a trustee and they resolve that he or she be removed from office;
 - 47.6 he or she fails to attend two consecutive meetings of the Trustees and in the opinion of the Trustees there are no mitigating circumstances for that failure and the Trustees therefore resolve that he or she be removed for this reason; or

47.7 he or she is removed from office under Clauses 48 to 51.

Removal of Trustees by the Members or the Student Council

48. The office of a Trustee shall be vacated if:

48.1 a motion of no confidence in the Trustee is passed by a simple majority of the Members voting in a Referendum, provided that at least 1.5 % of Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 2% of Members; or

48.2 a motion of no confidence in the Trustee is passed by a two thirds majority in a vote of the Student Council.

Removal of Trustees by the Board

49. The office of External Trustee shall be vacated if a majority resolution of no confidence is passed by the Trustees. For the avoidance of doubt, the Trustee concerned and any Trustee who has a conflict of interest in relation to the matter shall not vote on this resolution and the quorum shall be adjusted accordingly in accordance with Clause 80.

Rights of Removed Trustee

50. A resolution to remove a Trustee in accordance with Clause 49 shall not be passed unless the Trustee concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity of being heard by or making written representations to the Trustees.

51. A Trustee removed from office in accordance with Clause 49 shall be entitled to appeal the decision to remove him or her to an Appeals Panel within 14 days of the resolution. The Appeals Panel shall be made up of a nominee of The University of Worcester, one independent person and a chief executive/general manager and officer of another students' union. The independent person shall be a Member who is not a Trustee or a member of the Student Council. The selection of the members of the Appeals Panel and its procedures shall be set out in the Bye-Laws. The Union may consult with NUS in relation to the appeals process and in particular the appointment of independent persons to the Appeals Panel.

Replacement of Trustees

52. If an Officer Trustee resigns, is disqualified or removed from office at any time prior to the commencement of the Academic Year, the vacancy that results on the board of Trustees shall be filled in accordance with the Bye-Laws.

53. If an Officer Trustee resigns, is disqualified or removed from office after the commencement of the Academic Year the vacancy shall be filled in accordance with the Bye-Laws. Any person elected under this Clause may be required to assume the responsibilities of the Officer Trustee.

54. If a Student Trustee resigns, is disqualified or removed from office, a Student Trustee may be elected to the vacancy in accordance with Clause 40 or by the Student Council from such persons as have been nominated by the Appointments Committee provided that the election of each Student Trustee is approved by 66% of Student Council.

55. If an External Trustee resigns, is disqualified or removed from office, an External Trustee shall be appointed to the vacancy in accordance with Clause 44

Powers of the Trustees

56. The Board of Trustees shall be responsible for the management and administration of the Union and (subject to the Education Act, this Constitution and the Bye-Laws) may exercise all the powers of the Union. A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees.
57. No alteration of this Constitution or the Bye-Laws shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made.
58. The Board's powers under Clause 56 shall include but not be limited to responsibility for:
- 58.1 the governance of the Union;
 - 58.2 the budget of the Union; and
 - 58.3 the strategy of the Union.
59. The Board of Trustees may override any decision and Policy made by the Members in general meeting or Referendum or by the Student Council which the Trustees consider (in their absolute discretion):
- 59.1 has or may have financial implications for the Union;
 - 59.2 is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
 - 59.3 is not or may not be in the best interests of the Union or all or any of its charitable objects; or
 - 59.4 will or may otherwise affect the discharge of any or all of the responsibilities referred to in Clause 58.
60. The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number. However, if and so long as the number of Trustees is less than the number fixed as the quorum in Clause 80, the Trustees may only act to increase the number of Trustees (including by arranging an election) so that there is a quorum.
61. All acts done by a meeting of Trustees, or of a committee of the Trustees, shall be valid, even if it is later discovered that any Trustee who participated in the vote:
- 61.1 was not properly appointed;
 - 61.2 was disqualified from holding office;
 - 61.3 had vacated office; or
 - 61.4 was not entitled to vote.

Delegation of Trustees' powers

- 62. The Trustees may, by power of attorney or otherwise, appoint any person to be the agent of the Union for such purposes and on such conditions as they determine.
- 63. The Trustees may delegate any of their powers or functions to any committee or the implementation of any of their resolutions and day-to-day management of the affairs of the Union to any person or committee in accordance with the conditions set out in this Constitution.

Delegation to committees

- 64. In the case of delegation to committees:
 - 64.1 the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number);
 - 64.2 subject to Clause 67, the composition of any such committee shall be entirely in the discretion of the Trustees and may comprise such of their number (if any) as the resolution may specify;
 - 64.3 the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported forthwith to the Trustees and for that purpose every committee shall appoint a secretary;
 - 64.4 all delegations under this Clause shall be revocable at any time; and
 - 64.5 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as they may from time to time think fit.
- 65. The Trustees shall establish the following committees (which is a non-exhaustive list) in accordance with their powers under Clauses 63 and 64;
 - 65.1 Executive Committee (as further described in Clause 69);
 - 65.2 Appointments Committee;
 - 65.3 Finance Committee; and
 - 65.4 Remuneration and HR Committee.

Delegation of day-to-day management powers to Chief Executive

- 66. In the case of delegation of the day-to-day management of the Union to the Chief Executive:
 - 66.1 the delegated power shall be to manage the Union by implementing the policy and strategy adopted by and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget;
 - 66.2 the Trustees shall provide the Chief Executive with a description of his or her role and the extent of his or her authority;

- 66.3 the Chief Executive shall report regularly to the Trustees on the activities undertaken in managing the Union and provide them regularly with management accounts sufficient to explain the financial position of the Union; and
- 66.4 the Trustees shall provide the Chief Executive with a performance management structure to aid his or her work plan and development.

Bank Account

67. For the avoidance of doubt, the Trustees may (in accordance with Clauses 63 and 64) delegate all financial matters to any committee provided that such committee shall include at least one Trustee. The Trustees may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit provided that the signature of at least one Trustee shall be required for cheques above a certain amount as set out in the Bye-Laws and provided always that no committee shall incur expenditure on behalf of the Union except in accordance with a budget which has been approved by the Trustees.

Proceedings of Committees

68. The meetings and proceedings of any committee shall be governed by the provisions of this Constitution regulating the meetings and proceedings of the Trustees so far as the same are applicable and are not superseded by any Bye-Laws made by the Trustees and the Student Council.

The Executive Committee

69. Unless the Trustees determine otherwise, the Executive Committee shall include:
- 69.1 the Officer Trustees and
- 69.2 the Part-Time Officers
70. The Executive Committee shall meet in accordance with the Bye-Laws. The Executive Committee's responsibility shall not include the duties of the Trustees as set out in Clause 56 but shall include representation and campaigning work and the implementation of Policy save in so far as these responsibilities have not been delegated to another committee.
71. The Chief Executive and the Union's senior management team may attend meetings of the Executive Committee at the request of the Executive Committee.

Bye-Laws

72. The Trustees and the Student Council shall have the power from time to time to jointly make, repeal or amend Bye-Laws as to the management of the Union and its working practices provided that such Bye-Laws shall not be inconsistent with this Constitution.

Proceedings of Trustees

73. Subject to the provisions of this Constitution and the Bye-Laws, the Trustees may regulate their proceedings as they think fit.

Trustees' meetings

74. The Trustees shall hold a minimum of four meetings in any Academic Year.
75. Three Trustees may, and the Chief Executive at the request of three Trustees shall, call a meeting of the Trustees.
76. Guests or observers can attend meetings of the Trustees at the discretion of the Chair.

Length of notice

77. A Trustees' meeting shall be called by at least 10 working days' notice unless either:
- 77.1 all the Trustees agree to shorter notice; or
- 77.2 urgent circumstances require shorter notice.

Contents of notice

78. Every notice calling a Trustees' meeting shall specify the place, day and time of the meeting and the general particulars of all business to be considered at such meeting.

Service of notice

79. Notice of Trustees' meetings shall be sent to each Trustee by post or by electronic communication.

Quorum

80. The quorum for Trustees' meetings shall be six and such quorum must include at least two Officer Trustees and one external trustee. Where the resolution or issue under discussion concerns a matter in respect of which some or all of the Trustees have a conflict of interest, the quorum shall be four.

Chair and Deputy Chair

81. The President shall be the Chair of the Trustees.
82. The Trustees shall appoint a Trustee to be Deputy Chair of the Trustees and may at any time remove him or her from office. The role of the Deputy Chair will be to support the Chair.
83. In the absence of the Chair and the Deputy Chair, another Trustee appointed by the Trustees present shall preside as chair of the meeting.

Decision making by Trustees at meetings

84. Questions arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chair shall be entitled to a casting vote in addition to any other vote he or she may have.

Virtual meetings

85. A Trustees' meeting may be held by telephone or by other electronic or virtual means agreed by resolution of the Trustees in which all participants may communicate simultaneously with all other participants.

Trustee decisions without a meeting

86. The Trustees may take a unanimous decision without a Trustees' meeting by indicating to each other by any means, including without limitation by electronic communication, that they share a common view on a matter. Such a decision may, but need not, take the form of a resolution in writing, copies of which have been signed by each Trustee or to which each Trustee has otherwise indicated agreement in writing.
87. A Trustees' resolution which is made in accordance with Clause 86 shall be as valid and effectual as if it had been passed at a meeting of the Trustees duly convened and held, provided the following conditions are complied with:
- 87.1 approval from each Trustee must be received by one person being either such person as all the Trustees shall have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may for the avoidance of doubt, be one of the Trustees;
- 87.2 following receipt of response from all of the Trustees, the Recipient shall communicate to all of the Trustees by any means whether the resolution has been formally approved by the Trustees in accordance with this Clause;
- 87.3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval; and
- 87.4 the Recipient prepares a minute of the decision in accordance with Clause 95.

Conflicts of Interest

88. Whenever a matter is to be discussed at a meeting or decided in accordance with Clause 87 and a Trustee has a Personal Interest in respect of that matter then he or she must:
- 88.1 declare his or her interest to the Trustees;
- 88.2 remain only for such part of the meeting as in the view of the other Trustees is necessary to inform the debate;
- 88.3 not be counted in the quorum for that part of the meeting or decision-making process; and
- 88.4 withdraw during the vote and have no vote on the matter.
89. If any question arises as to whether a Trustee has a Personal Interest, the question shall be decided by a majority decision of the other Trustees.
90. In particular, Clause 88 shall apply to any matter that may directly or indirectly relate to the position of an Officer Trustee who is or is to be remunerated as an employee by the Union.

Student Council

- 91. The Student Council shall have the authority to:
 - 91.1 represent the voice of the Students;
 - 91.2 subject to Clause 59, set the Policy of the Union and refer Policy to Referenda of the Members (in accordance with the Bye-Laws);
 - 91.3 make, repeal and amend the Bye-Laws jointly with the Trustees in accordance with Clause 72;
 - 91.4 receive a quarterly report from the Trustees; and
- 92. The composition and proceedings of the Student Council shall be set out in the Bye-Laws. No Member may hold more than one seat on the Student Council at any one time.

General

Irregularities

- 93. The proceedings at any meeting or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or by reason of any business being considered which is not specified in the notice.

Minutes

- 94. The Trustees shall keep minutes of:
 - 94.1 all proceedings at general meetings of the Union and of meetings of the Trustees, and of committees of Trustees, including the names of the Trustees present at each such meeting; and
 - 94.2 all resolutions of the Members and of the Trustees and any such minute, if purported to be signed by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any Member or Trustee of the Union, be sufficient evidence of the proceedings or the resolution.

95. The minutes of the meetings referred to in Clause 94 above shall normally be considered open and shall be available to the Members on the Union's website, except where those minutes relate to any reserved or confidential matters, including without limitation staff-related or disciplinary matters. Copies of the minutes shall also be kept in the Union's offices.

Accounts and Reports

96. The Trustees shall comply with the requirements of the Education Act and the Charities Act 1993 as to keeping financial records, the audit or examinations of accounts.
97. The Members of the Union have the right to ask the Trustees questions in writing about the content of any documents referred to in Clause 96.

Notices

98. Subject to Clause 99, any notice to be given to or by any person pursuant to this Constitution shall be in writing except that a notice calling a meeting of the Trustees need not be in writing.
99. The Union may give any notice to a Member either:
- 99.1 personally;
 - 99.2 by sending it by post in a prepaid envelope addressed to the Member at his or her address;
 - 99.3 by leaving it at the address of the Member;
 - 99.4 by electronic communication to the Member's address; or
 - 99.5 by posting it on the Union's website.
100. A Member present at any meeting of the Union shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
101. Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or, in the case of a notice contained in an electronic communication, at the expiration of 48 hours after the time it was sent or in the case of a notice posted on the Union's website at the expiration of 48 hours after it was posted.

Indemnity

102. Without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee shall and every other officer or auditor of the Union may be indemnified out of the assets of the Union against any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgment is given in his or her favour or in which he or she is acquitted or in connection with any application in which relief is granted to him or her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Union, and against all costs, charges, losses, expenses or liabilities incurred by him or her in the execution and discharge of his or her duties or in relation thereto.

Trustees' Indemnity Insurance

103. The Trustees shall have power to resolve pursuant to Clause 4.29 to effect trustees' indemnity insurance, despite their interest in such policy.

Definitions and Interpretations

104. In this Constitution, the following terms shall have the following meanings:

	Term	Meaning
104.1	“Academic Year”	the period between 1 st August in one Year to 31 st July in the next Year determined by the Union as the period during which Students are required to be registered with The University of Worcester Each Academic Year is for the time being divided into two semesters;
104.2	“Appointments Committee”	the committee set up in accordance with the Bye-Laws that will include the President, two Officer Trustees, two members of Student Council and a person nominated by The University of Worcester
104.3	“Board of Trustees” or “Board”	the board of Trustees of the Union;
104.4	“Bye-Laws”	the bye-laws setting out the working practices of the Union made from time to time in accordance with Clause 72;
104.5	“Chair”	the chair of the Board of Trustees, who shall be the President of the Union in accordance with Clause 81;
104.6	“Chief Executive”	the chief executive of the union who is appointed by the Board of Trustees;
104.7	“clear days”	in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;
104.8	“Code of Practice”	the code of practice relating to The University of Worcester’s obligations under Section 22 of the Education Act;
104.9	“Connected Person”	any person falling within one of the following categories and where payment to that person might result in the relevant Trustee obtaining benefit: (a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee; or (b) the spouse or civil partner of any person in (a); or (c) any other person in a relationship with a Trustee which may reasonably be regarded as equivalent to such a

		relationship; or (d) any company or LLP or firm of which a Trustee is a paid director, member, partner or employee, or shareholder holding more than 1% of the capital;
104.10	“Constitution”	this constitution of the Union;
104.11	“Deputy Chair”	the deputy chair of the Board of Trustees, who shall be appointed in accordance with Clause 82
104.12	“Education Act”	the Education Act 1994;
104.13	“the Executive Committee”	means the Officer Trustees and the Part-Time Officers;
104.14	“External Trustee”	a Trustee appointed in accordance with Clause 44 who for the avoidance of doubt shall not be deemed to be either a major union office holder or a sabbatical union office holder for the purposes of section 22 of the Education Act;
104.15	“in writing”	means written, printed or transmitted writing including by electronic communication;
104.16	“Members”	members of the Union being Students at The University of Worcester as further defined in Clause 11.1 and the Officer Trustees;
104.17	“NUS”	National Union of Students;
104.18	“Office”	the head office of the Union;
104.19	“Officer Trustee”	a Trustee elected in accordance with Clause 32;
104.20	“Part-Time Officers”	the Members elected to be officers of the Union while continuing their studies at The University of Worcester;
104.21	“Personal Interest”	a financial interest or an interest that does not arise in the ordinary course of being a Member or a Trustee (for example, being a member of a club or society);
104.22	“Policy”	representative and campaigning policy set by Referenda or the Student Council in accordance with Clauses 17 to 20 and Clause 91.2 respectively;
104.23	“President”	the president of the Union, as elected by the Members in accordance with the Bye-Laws;

104.24	“RAG”	the raise and give society which develops Students by providing them with an opportunity to raise funds for charitable causes;
104.25	“Referendum”	a ballot in which all Members of the Union are entitled to cast a vote, the protocol for which is set out in the Bye-Laws;
104.26	“Secure Petition”	a written request to the Union which shall be fixed in a pre-arranged place or places or held securely on-line;
104.27	“Student”	any individual who is formally registered for an approved programme of study provided by The University of Worcester. For the avoidance of doubt, The University of Worcester shall determine whether or not an individual has student status;
104.28	“Student Council”	the Student body elected by and from Students constituted in accordance with this Constitution and the Bye-Laws of the Union;
104.29	“Student Trustee”	a Trustee elected in accordance with Clause 40 who is a Student and for the avoidance of doubt shall not, for the purposes of Section 22 of the Education Act, be a major union office holder;
104.30	“Subsidiary Company”	any company in which the Union holds more than 50% of the shares, controls more than 50% of the voting rights attached to the shares or has the right to appoint a majority of the board of the company;
104.31	“Trustee” and “Trustees”	the Officer Trustees, the Student Trustees, the Alumni Trustees and the External Trustees;
104.32	“Union”	The University of Worcester and
104.33	“The University of Worcester”	The University of Worcester, incorporated by Her Majesty’s Most Honourable Privy Council on 5 th September 2005.
105.	Words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and vice versa.	
106.	Any reference to a statute, statutory provision or subordinate legislation (“legislation”) shall (except where the context otherwise requires) be construed as referring to such legislation as amended and in force from time to time and to any legislation which (either with or without modification) re-enacts, consolidates or enacts in rewritten form any such legislation.	

Byelaw One

BYE-LAW 1: Membership

This Bye-Law lays out the different types of membership, their entitlements and the process for opting-out of Union membership.

Membership

1. Membership shall be as defined in the Constitution of Worcester Students' Union.

2. There shall be the following types of membership:

2.1 Full Membership (referred to in the Constitution as Members)

2.2 Associate membership

2.3 Honorary membership

Opting-out

3. In accordance with the Education Act 1994, any student has the right to opt out of membership of the Students' Union. Any student who wishes to exercise this right must inform the University's Registrar and Secretary in writing within 28 days of the commencement of the academic year or their enrolment at the University, whichever is later.

4. A student who opts out of Membership of the Union shall continue to have access to the services and facilities of Worcester Students' Union and shall be entitled to:

- Join clubs and societies affiliated to the Union providing this does not contravene the terms of the clubs/societies' own constitutions
- Attend and take part in all Union functions, subject to regulations approved by the Board of Trustees from time to time and
- Use all Union facilities, premises and services subject to regulations approved by the Board of Trustees from time to time.

5. A student who has opted out of Membership of the Union shall not be entitled to participate in the democratic and decision-making function of the Union. Opted-out students shall not be entitled to:

- Vote at Union meetings
- Stand for election to any Union position
- Hold office as a committee member of any club or society
- Vote in Students' Union elections
- Vote in any referendum

6. A student who has opted out who wishes to become a Member of the Union must notify the University's Registrar and Secretary in writing. If the application to opt in falls within twenty University working days of nominations opening for any Union election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.

Full Membership

7. All students registered for study on a University of Worcester course are automatically Members of Worcester Students' Union unless they have opted out in accordance with the 1994 Education Act. Members shall be entitled to:

7.1 make use of any services and facilities of the Union, subject to regulations approved by the Board of Trustees from time to time;

7.2 join clubs and societies affiliated to the Union;

7.2 stand for and hold elected positions on the committees of any club or society of which they are a member;

7.3 attend and take part in all Union functions, subject to regulations approved by the Board of Trustees from time to time;

7.4 attend, speak at and vote at Union meetings, except during any private and confidential sessions;

7.5 participate in the governance of the Union and hold office in it

Associate Membership

8. The Trustees must approve all applications for associate membership. Associate members shall be entitled to:

- Join clubs and societies affiliated to the Union providing this does not contravene the terms of the clubs/societies' own constitutions
- Attend and take part in all Union functions, subject to regulations approved by the Board of Trustees from time to time and
- Use all Union facilities, premises and services subject to regulations approved by the Board of Trustees from time to time

Honorary Membership

9. The Trustees must approve all applications for honorary membership. Honorary members shall be entitled to:

- Use all Union facilities, premises and services subject to regulations approved by the Board of Trustees from time to time

Byelaw two

BYE-LAW 2: Trustees

This bye-law sets out the role of a Union trustee and the meetings, composition and responsibilities of the Board of Trustees.

Trustees' duties

1. The key duties and responsibilities of a trustee of Worcester Students' Union shall be to:

1.1 contribute actively to the Board of Trustees, giving firm strategic direction to the Union, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets

1.2 ensure that Worcester Students' Union complies with charity law and with the requirements of the Charity Commission as regular; in particular to ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law

1.3 ensure that the charity does not breach any of the requirements or rules set out in its constitution and that it remains true to the charitable purpose and objects set out therein

1.4 comply with the requirements of other legislation and regulators which govern the activities of the charity

1.5 act with integrity and avoid any personal conflicts of interest or misuse of charity funds or assets

1.6 ensure that the charity is and will remain solvent

1.7 use charitable funds and assets reasonably and only in furtherance of the charity's objects

1.8 avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk

1.9 take special care when investing the funds of the charity or when borrowing funds for the charity to use

1.10 use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient

1.11 consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties

1.12 appoint the Chief Executive and monitor his/her performance

Board of Trustees

Composition

2. The composition of the Board of Trustees shall be as defined in the Constitution of Worcester Students' Union.
3. The Chief Officer of the Union will attend meetings of the Board of Trustees in order to report to the Trustees. The Trustees may require other members of staff of the Union to attend meetings from time to time.
4. A member of staff of the Students' Union will act as Secretary to the Board.

Chair

5. The President shall be the Chair of the Board of Trustees, in accordance with clause 81 of the Constitution.

Meetings and procedures

6. The Board of Trustees shall meet, and business shall be conducted, in accordance with the Constitution.

Officer Trustees

7. The three Officer Trustee positions shall be held by the Members elected by cross-campus ballot to the following Sabbatical Officer roles, in accordance with Bye-Law 5: Elections:

7.1 President;

7.2 Vice President Education;

7.3 Vice President Student Activities

8. Officer Trustees shall hold office for a period of one year, to coincide with their term of office as a Sabbatical Officer of the Union, in accordance with Bye-law 3: Executive Committee.

Student Trustees

9. Student Trustees shall hold office for a period of up to two years, commencing upon their election if a position is vacant, or upon the term of the incumbent ending.
10. The office holder shall cease to be a Student Trustee if they cease to be a student of the University of Worcester within this period and the vacancy arising will be filled as soon as possible.

External Trustees

11. External Trustees shall hold office for a period of three years, commencing once their appointment has been confirmed.

Meetings of the Board of Trustees

12. Meetings of the Board of Trustees shall be conducted as the Chair deems appropriate. Agendas for and records of the business conducted at these meetings shall be kept by the Secretary to the board and distributed as required in accordance with clause 95 of the Constitution.

Appeal against Removal as a Trustee

13. An External Trustee removed in accordance with clauses 47 to 49 of the Constitution shall be entitled to appeal the decision to remove her or him to an Appeals Panel as described in clause 51 of the Constitution. The Trustee appealing shall hereafter be referred to as “the Appellant”.
14. The Appellant has the right to appeal against a decision of the Trustees provided she or he lodges her or his appeal in writing to the Chief Executive not more than 14 days after the receipt of the written notice of the decision of the Trustees or Student Council.
15. If an appeal is lodged within time, the decision to dismiss the Appellant shall not take effect until the final determination of the matter by the process outlined below.

Notification of hearing and exchange of information

16. The Appellant shall be given at least 14 days’ written notice of the date, time and place of the appeal hearing.
17. At least 7 days prior to the date of the hearing, the Appellant shall:
 - 17.1 Confirm whether or not she/he intends to attend the hearing and, if so, the name of any person who will be accompanying or representing her or him;
 - 17.2 If she or he intends to, seek the agreement of the Appeals Panel to submit any such new evidence upon which she or he wishes to rely.
18. At least 7 days prior to the date of the hearing, the Union shall provide the Appellant with any further evidence upon which it wishes to rely.
19. Neither party shall, without the consent of the other or the permission of the Appeals Panel, rely on any statement or document other than those provided or identified to the Appeals Panel under the rules of this bye-law.

Composition of the Appeals Panel

20. The Appeals Panel responsible for hearing the case of a removed Trustee shall be made up as set out in clause 51 of the Constitution.
21. The identity of the individuals making up the Appeals Panel, within the categories listed in clause 51 of the Constitution shall be decided by the University in consultation with the NUS. None of the members of the Appeals Panel should have any substantive involvement in the matter under appeal and their relationship with the Appellant should not give rise to any conflict of interest.

The parties in proceedings before the Appeals Panel

22. The Appellant shall be entitled to be accompanied or represented by one other person of her or his own choice except where, in the opinion of the Chair of the Appeals Panel, such person may have a conflict of interest.
23. The Chair of the Board of Trustees shall act on behalf of the Union as the Respondent to the appeal and for this purpose may instruct a representative.

Procedure before the Appeals Panel

24. The function of the Appeals Panel is to review the reasonableness of the decision to dismiss the Appellant. On the appeal the Appeals Panel will consider the documents, statements and other evidence produced to the original Trustee meeting. The Appeals Panel shall not interview or cross-examine any witnesses.
25. The hearing of an appeal shall be conducted in accordance with sections 21 to 28 of this Bye-Law, except where to do so would be inconvenient or unjust, when the Chair of the Appeals Panel may modify the procedure to the extent that she or he deems necessary provided that the result is fair to the Appellant.

Courses of action which the Appeals Panel may take

26. The courses of action which the Appeals Panel may take are:

26.1 to uphold the appeal; or

26.2 to reject the appeal.

27. Within 7 days, the Chief Executive of the Union will notify the Appellant in writing of the decision of the Appeals Panel.

The absence of the Appellant

28. If, at the Appeal hearing, the Appellant is not present and not represented, the Appeals Panel may proceed to consider the matter in the Appellant's absence if it is satisfied that notice was properly served upon her or him in accordance with section 16 of this Bye-Law.

Order of proceedings

29. The order of proceedings for the Appeals hearing, unless the chair otherwise directs, shall be as follows:

29.1 Submission by or on behalf of the Appellant;

29.2 Submission by or on behalf of the Respondent;

29.3 Consideration of the evidence by the Appeals Body;

29.4 Closing submissions by or on behalf of the Appellant;

29.5 Closing submissions by or on behalf of the Respondent

BYE-LAW 3: Executive Committee

This Bye-Law sets out the composition, scope and powers of the Executive Committee. Every year, members of Worcester Students' Union elect three full-time sabbatical officers and nine part-time officers to lead the Union for a term of twelve months. Elections are run online and anyone can get involved, either by standing for office or voting for their chosen candidates. The elected officers together form the Executive Committee, with the full-time officers being employed by the Union in paid positions, supported by the part-time officers who hold the position alongside their academic studies. They work closely together to enhance student life for all Members.

The Executive Committee

Membership

1. The Executive Committee shall be composed of the following members:

- 1.1 Full-time officers

- 1.2 Part-time officers

2. **Chair**

The Executive Committee shall be chaired by the President.

Powers and duties

3. The Executive Committee shall be responsible for:

- 3.1 The direction and day-to-day activity of the Union in accordance with decisions of Student Council, Referenda, the Board of Trustees, the terms of the Constitution and the law.

- 3.2 Discussion and coordination of officers' activities, especially as they relate to advancing the strategic aims of the Union.

- 3.3 Ensuring progress against individual objectives and manifesto pledges.

- 3.4 Providing guidance and input into the Union's operational and strategic planning.

Meetings

4. The Executive Committee shall meet at least four times every semester.

Full-time (Sabbatical) Officers

5. There shall be the following Full-time Officer positions:

- 5.1 President

- 5.2 Vice President Education

5.3 Vice President Student Activities

6. Each of these positions may only be held by a single individual.
7. The persons elected to these positions shall be the Officer Trustees of the Union in accordance with clause 35 of the Consitution.

Term of office

8. All Sabbatical Officers shall hold office for 52 weeks, commencing on the first Monday in June. At the discretion of the Trustees, Sabbatical Officers' contracts may be extended by up to a further two weeks in order to accommodate a handover period to new Sabbatical Officers.

Remuneration

9. The remuneration of Sabbatical Officers shall be decided by the Remuneration and HR Committee of the Board of Trustees.

Collective Duties of Sabbatical Officers

10. The Sabbatical Officers shall jointly have the following responsibilities:

10.1 To be Officer Trustees of the Union;

10.2 To campaign and consult Members on their views and speak on their behalf;

10.3 To promote and defend the rights of all Members;

10.4 To implement and uphold the Constitution, Bye-Laws and policies of the Union;

10.5 To be accountable to the Executive Committee, Student Council, General Meetings and Referenda and to carry out any mandates as these bodies may assign to them;

10.6 To ensure that Members are kept informed of the actions of the Executive Committee and of opportunities to participate in the Union;

10.7 To support, where appropriate, other representatives in the fulfilment of their roles;

10.8 To liaise with local and national bodies, including but not limited to Worcester City Council, Worcestershire County Council, West Mercia Police and NUS to uphold the reputation and interests of students in the community and across the media.

Duties of individual Sabbatical Officers

11. The role of each Sabbatical Officer shall be defined as follows:

President

12. The President is the primary spokesperson for the Students' Union and shall be ultimately responsible for the reputation, leadership and direction of the Union as a democratic organisation. To this end, the President shall:

12.1 Lead and coordinate the Executive Committee;

12.2. In conjunction with the Communications Coordinator, oversee internal and external communications, exploring new methods of engaging with and providing feedback to the membership;

12.3 Oversee campaigns within the Union, working closely with other Executive Officers to maximise planning and impact;

12.4 Be an *ex officio* Governor of the University and a member of University committees, as set out in Appendix (A) and others as may be required and faithfully represent the views of the membership within those meetings, including the preparation and presentation of reports as required;

12.5 Be responsible for representations to affiliated bodies, organising and leading delegations as required;

12.6 Chair the Board of Trustees;

12.7 Act as Line Manager of the Chief Executive (on behalf of and with the support of the Board of Trustees);

12.8 Be a Student Councillor and play an active role in Student council;

12.9 First point of contact for students on environmental related issues;

12.10 Represent Worcester Students' Union as a delegate to NUS National Conference.

Vice President Education

13. The Vice President Education is primarily responsible for all academic matters, ensuring that students' rights as learners are upheld within the University, maintaining a robust system of academic representation and informing members of developments that may impact upon their experience as students at the University of Worcester. To this end, the Vice President Education shall:

13.1 Represent the interests of Members on academic issues within the University to ensure they get the highest quality of teaching, assessment and feedback;

13.2 Coordinate and chair meetings of the VP StARs Forum;

13.3. In conjunction with the Student Engagement Manager, work with the University and individual institutes to develop and support the systems and processes of student academic representation;

13.4 In conjunction with the Student Engagement Manager, oversee the election and work of Institute Representatives and Student Academic Reps;

13.5 Be an *ex officio* Governor of the University and a member of University committees, as set out in Appendix (A) and others as may be required and faithfully represent the views of the membership within those meetings, including the preparation and presentation of reports as required;

13.6 Be an Officer Trustee of Worcester Students' Union;

13.7 Be a Student Councillor and play an active role in Student Council;

13.8 Be responsible for representations to appropriate external bodies, including the Quality Assurance Agency and the National Student Survey, organising and leading delegations as required;

Vice President Student Activities

14. The Vice President Student Activities is primarily responsible for supporting and developing extracurricular activities for Members, representing the interests of the student body in having a diverse and expanding range of sports, events, groups and volunteering opportunities with which to get involved. The Vice President Student Activities is also responsible for representing the rights and interests of Members regarding health, financial support, housing and safety and for ensuring that all students have the support and pastoral care required to enjoy their student experience. To this end, the Vice President Student Activities shall:

14.1 Coordinate and chair the Societies Committee and work closely with Society committees to support and enhance their activities;

14.2 Coordinate and chair the Sports Committee and work closely with Sport Club committees to support and enhance their activities;

14.3 Act as the representative of the Union on matters concerning student activities, both to the University and other external bodies;

14.4 Encourage student participation in available activities and sports, with particular concern for ensuring that activities are accessible to the whole student body;

14.5 Oversee and publicise the process of ratifying student groups;

14.6 Work with other officers, volunteers and staff members in delivering high-quality events and projects, especially of a collaborative nature;

14.7 In conjunction with the Sports and Societies Coordinator, work with the University to encourage continuous development in the quality and quantity of facilities and support provided for Members engaged in participative and competitive sports and activities;

14.8 Represent students' views on welfare matters in the University, locally and nationally;

14.9 In conjunction with the Student Advisor, liaise with University welfare and accommodation services to ensure that provision is consistent, accessible and relevant to the needs of students;

14.10 Be an *ex officio* member of University committees, as set out in Appendix (A) and others as may be required and faithfully represent the views of the membership within those meetings, including the preparation and presentation of reports as required;

14.11 Be an Officer Trustee of Worcester Students' Union;

14.12 Be a Student Councillor and play an active role in Student Council;

14.13 Be responsible for representations to appropriate external bodies, including BUCS, organising and leading delegations as required.

Duties of all Part-time Officers

15. All Part-time Officers shall have the following responsibilities:

15.1 To carry out all duties and responsibilities in accordance with the Union's Constitution and policies;

15.2 To behave always in a manner that maintains the good reputation of the Union and the office to which they have been elected;

15.3 To seek the views and needs of the students they represent and promote them within the Union and the University and to external bodies as appropriate;

15.4 To plan and carry out campaigns relating to their role and to contribute to cross-campaigns as required;

15.5 To fulfil any democratic mandates and to adhere to and promote any matters of Union policy that bear upon their role;

15.6 To ensure the successful execution of their responsibilities and the proper conduct of the committees and meetings which they coordinate;

15.7 To work to ensure the success of the Union and to encourage participation in its democratic, academic, social and recreational activities;

15.8 To be a Student Councillor and play an active role in Student Council.

Duties of individual Part-time Officers

Women's Officer

16. The Women's Officer is responsible for representing the views and interests of female students within the Students' Union and the University, encouraging the participation of female students in the Union and advancing the welfare of such students. To this end, the Women's Officer shall:

16.1 Organise and chair the Women's Committee;

16.2 Be a Student Councillor and play an active role in Student Council;

16.3 Ensure the particular needs of female students are responded to and reflected in the activities and practices of the Students' Union;

16.4 Be an *ex officio* member of University committees, as set out in Appendix (A) and others as may be required and represent the views of the membership within those meetings, including the preparation and presentation of reports as required;

16.5 Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on female students.

LGBT+ Officer

17. The LGBT+ Officer is responsible for representing the views and interests of LGBT+ students within the Students' Union and the University, encouraging the participation of LGBT+ students in the Union and advancing the welfare of such students. To this end, the LGBT+ Officer shall:

17.1 Organise and chair the LGBT+ Students' Committee through the LGBT++ society;

17.2 Be a Student Councillor and play an active role in Student Council;

17.3 Ensure the particular needs of LGBT+ students are responded to and reflected in the activities and practices of the Students' Union;

17.4 Be an *ex officio* member of University committees, as set out in Appendix (A) and others as may be required and represent the views of the membership within those meetings, including the preparation and presentation of reports as required;

17.5 Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on LGBT+ students.

Student Disability Officer

18. The Student Disability Officer is responsible for representing the views and interests of students with disabilities within the Students' Union and the University, encouraging the participation of students with disabilities in the Union and advancing the welfare of such students. To this end, the Student Disability Officer shall:

18.1 Organise and chair the Student Disability Committee;

18.2 Be a Student Councillor and play an active role in Student Council;

18.3 Ensure the particular needs of students with disabilities are responded to and reflected in the activities and practices of the Students' Union;

18.4 Be an *ex officio* member of University committees, as set out in Appendix (A) and others as may be required and represent the views of the membership within those meetings, including the preparation and presentation of reports as required;

18.5 Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on students with disabilities.

Minority Ethnic Students' Officer

19. The Minority Ethnic Students' Officer is responsible for representing the views and interests of minority ethnic students within the Students' Union and the University, encouraging the participation of minority ethnic students in the Union and advancing the welfare of such students. To this end, the Minority Ethnic Students' Officer shall:

19.1 Organise and chair the Minority Ethnic Students' Committee;

19.2 Be a Student Councillor and play an active role in Student Council;

19.3 Ensure the particular needs of minority ethnic students are responded to and reflected in the activities and practices of the Students' Union;

19.4 Be an *ex officio* member of University committees, as set out in Appendix (A) and others as may be required and represent the views of the membership within those meetings, including the preparation and presentation of reports as required;

19.5 Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on minority ethnic students.

The Welfare Officer

20. The Welfare Officer is responsible for representing the views and interests of students on welfare matters within the Students' Union and the University, encouraging the participation of students in the Union. To this end, the Welfare Officer shall:

20.1 Organise and chair the Welfare Committee;

20.2 Be a Student Councillor and play an active role in Student Council;

20.3 Ensure the welfare needs of students are responded to and reflected in the activities and practices of the Students' Union;

20.4 Be an *ex officio* member of University committees, as set out in Appendix (A) and others as may be required and represent the views of the membership within those meetings, including the preparation and presentation of reports as required;

20.5 Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on welfare issues.

International students officer

21. The International students Officer is responsible for representing the views and interests of International students within the Students' Union and the University, encouraging the participation of International students in the Union and advancing the welfare of such students. To this end, the International Students' Officer shall:

21.1 Organise and chair the International Students' Committee;

21.2 Be a Student Councillor and play an active role in Student Council;

21.3 Ensure the particular needs of international students are responded to and reflected in the activities and practices of the Students' Union;

21.4 Be an *ex officio* member of University committees, as set out in Appendix (A) and others as may be required and faithfully represent the views of the membership within those meetings, including the preparation and presentation of reports as required;

21.5 Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on international students;

21.6 Liaise regularly with University staff responsible for supporting international students and take the lead for the Students' Union in relation to induction week activities for international students.

Mature Students' Officer

22. The Mature Students' Officer is responsible for representing the views and interests of mature students within the Students' Union and the University, encouraging the participation of mature students in the Union and advancing the welfare of such students. To this end, the Mature Students' Officer shall:

22.1 Organise and chair the Mature Students' Committee;

22.2 Be a Student Councillor and play an active role in Student Council;

22.3 Ensure the particular needs of mature students are responded to and reflected in the activities and practices of the Students' Union;

22.4 Be an *ex officio* member of University committees, as set out in Appendix (A) and others as may be required and faithfully represent the views of the membership within those meetings, including the preparation and presentation of reports as required;

22.5 Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on mature students.

RAG (Raise and Give) Officer

23. The RAG Officer is responsible for the development of fundraising activities and opportunities in which Members can participate. To this end, the RAG Officer shall:

23.1 Organise and chair the RAG Committee;

23.2 Be a Student Councillor and play an active role in Student Council;

23.3 Coordinate RAG events and activities, ensuring that these are carried out legally, safely and are not ultra vires;

23.4 Promote the charitable work of the Students' Union and students' involvement in fundraising activities;

23.5 Attend and participate in relevant training course, conferences and events, particularly those with an emphasis on fundraising.

Sustainability Officer

24. The Sustainability Officer is responsible for representing the interests of Members in the development of environmentally sustainable working practices and activities within the Students' Union and the University and raising awareness of sustainability issues amongst students. To this end, the Sustainability Officer shall:

24.1 Organise and chair the Sustainability Committee;

24.2 Be a Student Councillor and play an active role in Student Council;

24.3 Be an *ex officio* member of University committees, as set out in Appendix (A) and others as may be required and faithfully represent the views of the membership within those meetings, including the preparation and presentation of reports as required;

24.4 Attend and participate in relevant training courses, conferences and events, particularly those with an emphasis on environmental and sustainability issues as they relate to students;

24.5 Liaise with the University and work with them to plan and execute events and activities which engage students in understanding environmental issues, exploring sustainable solutions, reducing energy use and the benefits of recycling and re-using. Specifically a recycle/re-use event should be organized at the end of the academic year in halls of residence.

Byelaw 4

Meeting Standing Orders

General

These Standing Orders shall apply to every meeting of the Students' Union.

These Standing Orders may only be amended by a proposal to a normal Union Council meeting and requires a two-thirds majority.

Any amendments to these Standing Orders passed at a Union Council meeting shall apply immediately.

Any specified Standing Order may be suspended for a stated reason and duration of time, by a two-thirds majority.

Procedures relating to the Union General Meeting

The Union Council Chairperson must call a Union General Meeting in the first semester of the academic year and advertise appropriately.

The Union Council Chairperson must give at least 14 days' notice that he/she is ready to receive proposals for the Agenda of the Union General Meeting.

Proposals for the Agenda must be received by the Union Council Chairperson or the President 10 days prior to the Union General Meeting.

All items on the Agenda must be published throughout the College by the Steering Committee 8 days prior to the Union General Meeting.

Amendments to 'items on the Agenda' must be received by the Union Chairperson or the President 6 days prior to the Union General Meeting.

All 'Amendments to items on the Agenda' must be published throughout the College by the Steering Committee 4 days prior to the Union General Meeting.

Should there be two or more motions related to the same subject matter, the Steering Committee shall meet with the proposers no later than 9 days prior to the meeting, in order to form one 'composite' motion.

The 'composite' motion, (or if one is not formed, the motions involved in the composite) will be published as usual 8 days prior to the Union General Meeting.

Proposal Rights

Any Committee of the Students' Union or any full-time or part-time member of the Students' Union are entitled to propose or second a motion.

A motion put forward by a committee shall assume its Chairperson as the proposer, and the committee as its seconders.

A motion proposed by a member requires 4 seconders.

Attendance

All full-time, part-time, Associate, Temporary and Honorary members of the Students' Union may attend Union General Meetings.

All full-time and part-time members of the Students' Union may speak and vote at Union General Meetings.

Associate, Temporary or Honorary Members of the Students' Union, or any visitor may speak at a Union General Meeting, at the discretion of the meeting.

Quorum

The quorum for the Union General Meeting shall be the number equivalent to 0.75% of the number of full-time members of the Students' Union.

If the quorum is not achieved within 15 minutes of the advertised time of commencement, the chair has the power to ask those present for an extension of 15 minutes to the time required to reach quorum. A simple majority is needed.

If 'tellers' are required to establish the quorum, two shall be selected by the chair, from the Steering Committee.

Once quorum is reached the meeting will continue unless someone challenges quorum.

[This may only occur at the end of each item on the Agenda, i.e. between motions].

If challenged successfully and the meeting is no longer quorate. All business discussed once a meeting has been ruled as inquorate is not official.

The Chair

Meetings shall be chaired by the Union Council Chairperson and if he/she is absent or has to relinquish the chair, it shall be taken by any member of the Steering Committee.

The Chair may only concern him/herself with the procedure of the meeting, shall not partake in any debatable material, and thus shall not vote.

Whenever the Chair speaks, he/she shall be heard in silence and any other member shall cease from speaking at once.

All debate should be addressed through the Chair.

The Chair shall decide who shall speak; members to "catch the eye of the chair" to gain permission to speak.

The Chair shall limit each speaker to 4 minutes, or longer at the discretion of the meeting.

The Chair shall confine each speaker to discuss the motion at hand, and refrain each speaker from unnecessary or defamatory remarks.

Minutes

Two Minuting Secretaries shall minute the meeting independently and shall be responsible for presenting the Union Council Chairperson with a composite version no later than two days after the meeting.

The Union Council Chairperson must publish the minutes one week after the meeting.

Any dispute to the minutes must be raised as a proposal to the next Annual General Meeting.

Procedure at the Annual General Meetings / Emergency General Meetings

The order of speeches on a motion must be as follows:-

Proposal speech;

Speech against motion;

Speech for the motion;

Speech against

continue speeches for and against until three people have spoken for and against the motion or procedural Motion A, B, E. or G is passed, whichever is quicker. This can be increased at the discretion of the Chair.

The right of reply, followed by the vote.

Before any proposal is voted on, the proposer is entitled the final speech - the 'right of reply'. Such a reply shall not include any new subject matter.

The order of speeches on a motion, to which amendments have been proposed, must be as follows:

Proposal speech for main motion;

Proposal speech for the amendment;

Speech against amendment;

Speech for amendment ... continuing speeches, for and against the amendment until three people have spoken for and against the motion or procedural motion A, B, E or G is passed whichever is quicker. This can be increased at the discretion of the Chair.

Any other amendments are duly treated in turn as in ii), iii), iv) and v) above.

Proposal speech for the substantive - that left after amendments have been considered.

Speech against the substantive.

Continuing speeches for and against the substantive until three people have spoken for and against the motion or procedural motion A, B, E or G is passed whichever is quicker. This can be increased at the discretion of the Chair.

Right of reply by proposer of substantive followed by the vote.

In a debate considering a motion with amendment(s), the proposal for the substantive and the right of reply for the substantive, shall first fall to the proposer of the main motion. This right may be relinquished to the proposer of any of the amendments. Both these speeches must be used in favour of the motion.

Procedural Motions.

The following procedural motions may be proposed at the Annual General Meeting, thereby affecting the procedure of the meetings provided the proposer is seconded by 4 members.

The motion is tabled.

After proposing this procedural motion and gaining four seconders, the proposer must then speak for the procedural motion, a speech against the procedural motion may be heard, the proposer then has a right of reply, followed by the vote.

If passed: the motion under debate is dropped.

If defeated: the debate continues from where it was interrupted.

The motion be put to a vote.

After proposing this procedural motion and gaining four seconders, the proposer must then speak for the procedural motion, a speech against the procedural motion may be heard, the proposer then has a right of reply followed by the vote.

If passed: the proposer of the motion under debate shall have the right of reply followed by the vote.

If defeated: the debate continues from where it was interrupted.

A challenge to the Chairperson's ruling.

This can only be proposed after a point of order has been raised.

After proposing this procedural motion and gaining four seconders, the Chair shall be relinquished to a member of the Steering Committee. The proposer must then speak to inform the meeting what the Chairperson's ruling should have been. The defending Chairperson may then speak against the procedural motion. The proposer then has a right of reply followed by the vote.

If passed: The defending Chairperson shall retake the Chair and accept the meeting's ruling.

If defeated: The defending Chairperson shall retake the Chair and his/her ruling shall stand.

A vote of no confidence in the Chairperson.

This can only be proposed after a point of order has been raised.

After proposing this procedural motion and gaining four seconders the Chair shall be relinquished to a member of the Steering Committee. The proposer must then speak to inform the meeting why they should have no confidence in the Chairperson. The defending Chairperson may then speak against the procedural motion. The proposer of the procedural motion then has the right of reply, followed by the vote.

If passed: The defending Chairperson shall not take the Chair at the meeting again, and the new Chairperson shall continue the debate from where it was interrupted.

If defeated: The defending Chairperson shall retake the Chair and continue the debate from where it was interrupted.

The motion be remitted to a named committee.

After proposing this procedural motion and gaining four seconders, the proposer must speak for the procedural motion, a speech against the procedural motion may be heard, the proposer of the procedural motion then has the right of reply, followed by the vote.

If passed: The motion is remitted to the named committee at the first opportunity, who shall in turn inform Union Council of its decision. The meeting will continue with the next item on the Agenda

If defeated: The debate continues from where it was interrupted.

Named Standing Order(s) (are) suspended for a said time.

All suspensions must terminate at the end of the meeting.

After proposing this procedural motion and gaining four seconders the proposer must speak for the procedural motion stating: what should be suspended, for how long, and for what reason. A speech may be heard against the procedural motion. The proposer of the procedural motion then has the right of reply, followed by the vote, where a two-thirds majority is required.

If passed: The meeting shall continue from where it was interrupted, taking into account the suspended Standing Order(s). The Chairperson should notify the meeting of when a suspension has terminated.

If defeated: The meeting shall continue as normal from where it was interrupted.

The motion, or the amendment under debate, is taken to the vote in parts.

A motion or amendment may only be taken in parts once.

After proposing this procedural motion and gaining four seconders, the proposer must speak for the procedural motion, defining the parts and stating the reasons for this action. A speech may be heard against the procedural motion. The proposer of the procedural motion then has the right of reply followed by each vote.

If passed: Each part shall be voted upon, after a speech for, a speech against and a right of reply has been heard.

If defeated: The debate shall continue from where it was interrupted.

The motion be taken to secret ballot.

After proposing this procedural motion and gaining four seconders, the proposer must speak for the procedural motion, stating the reason for this action. A speech may be heard against procedural motion. The proposer of the procedural motion then has the right of reply followed by a vote.

If passed: The secret ballot will be undertaken.

If defeated: Reversion to normal voting procedure.

Procedural motions may not be proposed while a member is speaking, or during the act of voting, with the exception of C and D.

Only one Procedural Motion may be considered at any time.

Asking Questions

Only two types of questions may be asked, as identified in Standing Orders 42 and 43.

A Point of Order: If a member feels that the Chairperson is not conducting the meeting correctly, the member may interrupt any part of the meeting by shouting 'ORDER! On gaining the Chairperson's attention, the member should ask the Chair:- "Is it in order that..."

A Point of Information: If a member wishes to ask a speaker a question the member should 'catch the eye' of the Chairperson and wait until the speaker finishes or 'gives way'. Once this has occurred the member may ask one question at a time, and include no debate when asking.

(Should the speaker 'give way.' the clock shall be stopped until the Point of Information has been answered).

Voting

At the conclusion of a debate for a motion, an amendment, a part of a motion or an amendment, or a procedural motion, the meeting shall resolve any dispute by taking a vote.

The outcome of a vote requires a simple majority unless otherwise stated in the Constitution.

Voting shall be by a show of N.U.S. Cards.

The outcome of the vote shall be determined by the Chair 'looking for' the appropriate majority, after asking to see 'those for', 'those against' and any abstentions.

In the event of a dispute over the Chair's determination of the outcome of a vote, the Chair shall appoint two tellers from the floor, who shall count 'those for', 'those against' and 'those abstaining' independently, and give the numbers to the Chairperson who shall average the figures. Any objection to the appointed tellers should be brought to the attention of the meeting.

In the event that the number of members abstaining is greater than the sum of members voting for and against, the motion shall be tabled.

Vote of No Confidence and Censure

A motion proposing 'No Confidence' or 'Censure' in a Students' Union Officer or officers may be put to any normal Union Council Meeting.

A vote of 'No Confidence' or 'Censure' requires a two-thirds majority, to be passed.

Policy

Any 'policy' agreed by Union General Meeting for an indefinite period of time, shall have a policy lapse of three years. After three years, the Steering Committee shall bring the motion to a Union General Meeting, proposing whether the policy should lapse or not (as they feel appropriate).

All decisions taken at a Union General Meeting shall be binding, unless rescinded by another Union General Meeting.

All decisions made at Union General Meetings cannot be heard again for the duration of the semester in which they were submitted.

Procedures relating to all other Committee Meetings

These Standing Orders shall apply to all meetings of Union Council, its Sub Committees and Standing Committees.

Notice

The date and time of the next meeting should be decided at the end of each meeting.

Emergency meetings may only be called by the appropriate Chairperson giving 24 hours notice.

The Chair

Only the appropriate Chairperson may chair the meeting unless a deputy is identified in the Constitution, or, unless the circumstances under Appendix Two, Standing Order No. 8 are in operation.

If the Chair or the identified Deputy is not available, only the President or Vice President(s) may take the Chair.

A proposal from the Chair does not need to be seconded.

The Chair shall only have a casting vote.

The Chair shall, at all possible times, chair the meeting impartially. Should the Chair feel unable to do so then he/she must relinquish the Chair until the item under discussion has finished. The meeting may nominate a new Chair for the duration of this period.

Attendance

A quorum of 50% +1 is required for all committees.

Elected members of a committee should attend all meetings.

A member who is unable to attend should send apologies to the Chairperson before the meeting commences.

A member who is absent two times consecutively without adequate apologies, shall be reported to Union Council by the Chairperson. Union Council are then at liberty to remove that member from office.

Anybody may observe committee meetings provided the Chairperson is consulted beforehand, who may wish to leave the decision to the discretion of the committee.

The committee may co-opt full-time or part-time members of the Students' Union at their discretion, but co-opted members shall not vote or be counted in the quorum.

If the President or Vice Presidents attend meetings where they are not committee 'members', their status shall be 'observers with speaking rights'.

Proposals and Voting

Any member of a committee may make a proposal to the committee; the proposal requires a seconder to stand, unless it is made by the Chairperson.

Any differences shall be resolved by a vote, each member having one vote, except Chairperson, who only has a casting vote if he/she so wishes.

All votes for, against and abstentions shall be carefully recorded.

Minutes

Minutes of all business should be taken carefully at every meeting.

The minutes of the last meeting shall be checked and then signed as a true record, at every meeting. The minutes of all committee meetings must be made available to the Union Secretary no longer than 2 days after the meeting.

The minutes of all Students' Union Committee must be presented to Union Council at the first opportunity.

The normal Agenda for meetings shall be:

- Attendance
- Apologies
- Minutes of Last Meeting
- Matters Arising from Last Meeting's Minutes
- Officers' Reports
- Any Other Business
- Time of Next Meeting

Finance

Any funds kept in the name of the committee shall be spent at the discretion of the committee.

Only the Chairperson and the appointed Treasurer (where applicable) are signatories to the funds.

The Chairperson and Treasurer will ensure that Ultra Vires regulations are not contravened.

Union Council

It is within the power of Union Council to either refer matters back to a committee, or overrule a decision of a committee.

BYE-LAW 5: Elections

This Bye-Law sets out how elections to a variety of positions within the Union should be conducted. This includes provision for cross-campus elections to be conducted online.

General Regulations for Elections

1. Every Member shall be entitled to vote in cross-campus elections.
2. Voting shall be by secret ballot using the alternative vote system, as described by the Electoral Reform Society.
3. In the event of "Re-Open Nominations" being the chosen candidate, the position in question shall remain vacant until a by-election is held, unless otherwise stated in this Bye-Law.

4. The Returning Officer, or the Deputy Returning Officer acting on behalf of the Returning Officer, shall be responsible for the conduct of all matters regarding the election.

Returning Officer

5. The Returning Officer shall be a nominee of the National Union of Students (NUS).
6. All powers and responsibilities for the running of Union elections and referenda shall be delegated to the Returning Officer and she/he may rule on any matters of procedure or discipline, subject to Members' right of appeal in accordance with the remainder of this Bye-Law.

Powers and duties of the Returning Officer

7. To approve the appointment of the Deputy Returning Officer, who shall be a nominee of the University of Worcester.
8. To empower the Deputy Returning Officer to act as his/her nominee.
9. To ensure that elections and referenda are carried out in a fair and democratic manner and that they conform to the Constitution and Bye-Laws of the Union and all relevant legal requirements.
10. To submit an annual written report to the Board of Trustees which should include a summary and commentary on the elections and referenda for that particular year.
11. To ensure that an Elections Committee is established.
12. To investigate any alleged infringement of election/referendum rules and any complaints regarding the conduct of candidates or campaigners which may be referred by the Elections Committee.
13. To agree an election timetable with the Students' Union President by the first working day of the academic year.
14. To review campaign materials and veto any materials deemed to be offensive, defamatory or in breach of any Students' Union policies.
15. To ensure that candidates and campaigners are fully briefed prior to the start of campaigning.

Elected Positions

16. The following posts shall be elected by cross-campus ballot:
 - Executive Committee (Sabbatical Officers and Part-Time Officers – see Bye-Law 3)
 - Chair of Student Council
 - Delegate(s) to NUS National Conference, in line with NUS allocation and guidelines on delegate composition

Cross-campus Elections

Timing of Elections

17. Elections shall be held in Semester 2, before the Easter break.
18. Formal notice of all elections shall normally be given by the first week of the academic year.
19. Detailed notice of elections shall be given at least ten working days before nominations open.
20. A candidates' briefing session must be held following the close of nominations at a time agreed by the Returning Officer.

Eligibility to stand for election

21. Any Member who is registered as a current full-time or part-time student with the University of Worcester on the date when nominations close is eligible to nominate himself/herself to be a candidate for any full-time, sabbatical position.
22. Any Member who is registered as a current full-time or part-time student with the University of Worcester on the date when nominations close and is due to remain a student during the whole of the next academic year is eligible to nominate herself/himself to be a candidate for any part-time, voluntary position.

Nominations

23. Nomination forms must be available as soon as nominations open and be available for submission either in person or online, in which case scanned signatures will be accepted.
24. All nomination forms must be completed according to the guidelines and must include the given name, student ID number, email address and signature of the nominee and two supporting Members.
25. The Student Engagement Manager will check all nomination forms returned by the deadline and will confirm the names of eligible candidates.
26. All candidates will be notified by email that their nominations have been accepted.

Manifestos

27. Candidates will be required to submit electronically a manifesto promoting their candidacy, before the deadline detailed in the Candidates' Rules. The maximum word limit permitted for manifestos will be as indicated in the Candidates' Rules. Manifestos exceeding the word limit will be cut off at that word limit. Manifestos submitted after the deadline will not be published by the Students' Union.

Hustings (Candidates' Question Time)

28. Hustings shall take place as determined by the Elections Committee and all candidates will be expected to attend and participate in this event, which will be widely publicised and which all students are encouraged to attend.
29. The Deputy Returning Officer or his/her nominee shall facilitate hustings.
30. Any candidate unable to attend a hustings event may not send a representative in his/her place, but may submit a statement which will be read aloud in his/her absence.

Campaign Expenses

31. All candidates for election shall be entitled to spend up to a limit set annually by the Elections Committee and detailed in the Candidates' Rules.

Conduct

32. Candidates and their supporters must conduct themselves in line with the Candidates' Rules. If candidates or any of their supporters breach these regulations, candidates will be subject to the disciplinary procedures outlined in the Candidates' Rules and this Bye-Law. It is the responsibility of all candidates to ensure that they and their supporters are fully aware of the regulations.
33. Campaigning may begin as directed by the Elections Committee.
34. Complaints regarding candidates' conduct or the conduct of any of their supporters must be submitted in writing or via email to the Elections Committee before the close of polling.
35. Complaints will be dealt with as outlined in the Candidates' Rules.
36. Where complaints are referred to the Returning Officer or his/her nominee, the Returning Officer may take any disciplinary action they deem to be reasonable, up to and including the permanent disqualification of a candidate. In the event of a candidate being disqualified, the Returning Officer should publicly make clear the reasons for this decision. The decision of the Returning Officer will be final.

Voting systems

37. Voting will take place using either electronic or manual voting systems. All voting shall be conducted by secret ballot using the alternative vote system.

Electronic Voting Procedures

38. All Members of Worcester Students' Union will be entitled to vote online, via the University's Student Online Environment (SOLE) or a comparable system.

39. Information on SOLE will include descriptions of roles, clear voting guidance and links to candidates' manifestos.
40. Names of candidates for every position will be listed in alphabetical order of their surnames.
41. The period during which voting can take place will be clearly publicised once nominations open and will be further promoted on SOLE.

Counting

42. The timing of the count shall be agreed by the Returning Officer or his/her nominee prior to the start of polling.
43. The Returning Officer or his/her nominee shall be in sole charge of the conduct of the count and shall have the power to exclude any person or persons from the count at their absolute discretion.
44. The results of all elections shall be certified by the Returning Officer or his/her nominee and declared as soon as is reasonably practicable upon the conclusion of the count. A full copy of the results shall be displayed in the Students' Union building for not less than seven days following the declaration and shall be published in full on the website.

Other Elections (not cross-campus)

45. Ratified student groups, as defined in Bye-Law 9 shall hold elections in accordance with their own constitutions, subject to the general provisions for the conduct of elections.
46. The appointment of Student Academic Representatives shall be facilitated by course leaders and, wherever possible, will be determined by the students who will be represented.

By-elections

47. Where positions are not filled by ordinary elections, or vacancies arise outside normal election times, a by-election should be held.
48. By-elections shall be conducted according to the regulations for elections set out in this Bye-Law and shall be scheduled to give reasonable notice of the opportunity to stand as a candidate.
49. The end of the term of office for officers elected at a by-election shall be the same date as that prescribed for officers elected at an ordinary election, or when he/she ceases to be registered on a course of study with the University of Worcester (whichever is the earlier date).

BYE-LAW 6: Referenda

This Bye-Law sets out the process for conducting a cross-campus vote to determine the views of Members on an issue of policy. It explains the circumstances for holding a referendum and the process for submitting, amending and campaigning on a referendum motion.

Definition

1. A referendum is a ballot in which all Worcester Students' Union Members are entitled to cast one vote.

Calling a referendum

2. In accordance with the Constitution, a referendum can be called on any issue by:
 - 2.1 A resolution of the Trustees;
 - 2.2 A majority vote of the Student Council; or
 - 2.3 A secure petition signed by at least 2% of Members. A secure petition is a written request to the Union which shall be fixed in a pre-arranged location or locations or held securely online.
3. Any proposal or request for a referendum should be submitted to the Elections Committee by completing a Worcester Students' Union Referendum Proposal form (available from the SU Welcome Desk or website). The form must include the exact text of the proposal to be put to the membership.

Conduct of a referendum

4. The Returning Officer or his/her nominee shall be responsible for the conduct of all matters regarding the referendum.
5. Provisions for campaigning, complaints and appeals shall be based on those set out in Bye-Law 5: Elections.
6. A proposer should be nominated who will lead the campaign for the proposed change in policy. According to how the referendum has been called, this may be a Trustee, a Student Councillor or a Member.

Timetable

7. At least 10 working days prior to the opening of voting, the proposed wording of the referendum question, which must be a question which can be answered "yes" or "no" shall be published on the website and posted in the Students' Union building, inviting Members to submit proposed amendments. Members will also be invited to contact the Elections Committee if they wish to campaign against the proposal.
8. At least 5 working days prior to the opening of voting, submission of amendments will close, the proposer consulted on any amendments and any agreed changes made to the referendum question. The final referendum shall then be published, together with details of any amendments rejected by the proposer.
9. At least 3 working days prior to the opening of voting, a Campaigners' Briefing will be held at which those wishing to play an active role in campaigning. The Elections Committee may allocate a small budget for campaigners to produce materials to publicise the campaign.

10. At least 1 working day prior to the opening of voting, a referendum debate will be held at an open meeting, allowing Members to listen to speeches for and against the proposals. The meeting shall be coordinated and chaired by the Returning Officer or his/her nominee and questions will be invited for both parties from Members.
11. All Members of Worcester Students' Union will be entitled to vote online, via the University's Student Online Environment (SOLE) or a comparable system. The options will be to vote "yes" or "no" to the resolution. The Elections Committee will decide on the length of the voting period, which will be at least one day.

Results

12. A resolution will be deemed to have passed providing at least 10% of Members voted in the referendum and that a majority of those voting were in favour of the resolution.
13. In the event of a resolution being passed by Members in a referendum, it will be binding on the Students' Union subject to the approval of the Board of Trustees, as defined in clause 59 of the Constitution.
14. A resolution which is not passed may not be put to a referendum again for a period of at least one calendar year.

BYE-LAW 7: Student Council

This Bye-Law sets out the composition, scope and powers of Student Council.

Student Council

Membership

1. Student Council shall be composed of the following members:

1.1 Full-time officers	President Vice President Education Vice President Student Activities
1.2 Part-time officers	LGBT+ Officer Mature Students' Officer Minority Ethnic Officer Non-UK Students' Officer RAG Officer Student Disability Officer Sustainability Officer Welfare Officer Women's Officer
1.3 No more than one postgraduate student representing the interests of postgraduate students, elected from and by those students	
1.4 No more than one student representing the interests of students studying and/or residing in City campus	
1.5 No more than one student representing the interests of students living in University-	

managed accommodation, elected from and by those students
1.6 No more than one student representing the interests of students studying for a foundation degree or HND, elected from and by those students
1.7 No more than one student representing the interests of students from the Institute of Education, elected from and by those students
1.8 No more than one student representing the interests of students from the Institute of Health and Society, elected from and by those students
1.9 No more than one student representing the interests of students from the Institute of Humanities and Creative Arts, elected from and by those students
1.10 No more than one student representing the interests of students from the Institute of Science and the Environment, elected from and by those students
1.11 No more than one student representing the interests of students from the Institute of Sport and Exercise Science, elected from and by those students
1.12 No more than one student representing the interests of students from Worcester Business School, elected from and by those students
1.13 No more than one student representing the interests of members of SU academic or course-based societies, elected from and by those students during committee training
1.14 No more than one student representing the interests of members of SU non-academic societies, elected from and by those students during committee training
1.15 No more than one student representing the interests of members of SU sports clubs which compete in BUCS, elected from and by those students during committee training
1.16 No more than one student representing the interests of members of SU sports clubs which do not compete in BUCS, elected from and by those students during committee training

Conduct and proceedings

2. Student Council shall be conducted as follows:

2.1 There shall be a clerk to Student Council who shall be a member of staff of Worcester Students' Union, appointed by the Chief Executive. The clerk shall maintain a list of Student Councillors, record attendance at meetings and take minutes of meetings, including recording the outcome of votes.

2.2 The date and time of the next meeting of Student Council will be agreed at the end of the meeting. Emergency meetings may be called by the Chair, giving a minimum of 24 hours' notice.

2.3 The Chair shall be elected annually by cross-campus ballot. In the absence of the Chair at a meeting of Student Council, those present shall elect a deputy to act as Chair for the duration of the meeting.

2.4 A proposal from the Chair is not required to be seconded.

2.5 The Chair shall only be entitled to vote in the event of a tie, in which case the Chair shall have the casting vote.

BYE-LAW 8: Code of Conduct

This Bye-Law sets out the personal conduct expected from all Members of Worcester Students' Union when on Union property, taking part in activities organised by the Union or representing the Union within or beyond the University. It covers the process by which complaints may be lodged with the Union, the scope and nature of disciplinary procedures in cases of misconduct and provisions for appeals against rulings by the disciplinary panel.

Preamble

1. This Code sets out the procedures to be followed in the case of disciplinary action against an individual member of Worcester Students' Union ("the Member").
2. Disciplinary issues arise when problems of conduct are raised and Worcester Students' Union seeks to address them through the agreed procedures.
3. For the purpose of this procedure, Members are defined as in the Constitution and Bye-Law (Membership)
4. This Code of Conduct does not cover any Worcester Students' Union staff, who shall be subject to an internal staff disciplinary procedure.
5. The Code concerns the disciplinary rules and procedures that operate within Worcester Students' Union. The Union believes that rules and procedures are necessary for promoting orderly relations as well as fairness and consistency in the treatment of individuals.
6. It is important that Members know what standards of conduct and performance is expected of them. As a result, this policy shall be publicly available to Members of the Union and shall be provided to Members in relevant settings.

Scope

7. Disciplinary action may be taken in respect of any breach of discipline:
 - 7.1 On Worcester Students' Union premises;
 - 7.2 While the Member is using Worcester Students' Union facilities or at a Worcester Students' Union event;
 - 7.3 While a Member is representing or acting on behalf of Worcester Students' Union at any event or whatever kind and wherever held;
 - 7.4 In relation to actions or incidents between two or more Members representing Worcester Students' Union in any of the settings above, or in relation to actions or incidents between Members representing Worcester Students' Union and staff or stakeholders.

Meaning

8. In this Code a breach of discipline means (but is not limited to):
 - 8.1 breach of Union equal opportunities policies and principles;

- 8.2 wilful, reckless or negligent damage to, or loss of, Union property or property under the control of the Union;
- 8.3 conduct detrimental to the reasonable enjoyment of the Union facilities by other Member(s) of the Union and/or their guest(s);
- 8.4 threatening or violent behaviour on Union premises;
- 8.5 imparting to the press, television or radio, or any agency thereof, or on any public social media platform, any expressly confidential material about the Union or any of its Members or Officers;
- 8.6 breach of any of the regulations of the Union, including any rules and regulations pertaining to any club or society;
- 8.7 conduct which might prejudice the external relations of the Union;
- 8.8 conduct which might damage the reputation of the Union;
- 8.9 illegal activities whilst on Union property, at Unions events or when representing the Union;
- 8.10 failure to discharge a debt to the Union;
- 8.11 incurring unauthorised expenditure on behalf of the Union or any of its clubs and societies and/or misappropriation of Union funds or property or those belonging to any club or society.

Panel and Supervising Trustee

- 9. The Board of Trustees shall annually appoint an External Trustee to supervise the formal complaints procedure set out below. He/she shall be known as the Supervising Trustee shall annually report to the Board of Trustees on the operation of the Code.
- 10. The Board of Trustees shall also appoint a pool of people from which to form a panel at disciplinary hearings, which will always consist of:
 - A lay student (who shall not be an elected Officer of the Union)
 - An Officer of the Union
 - A member of staff of the Union

Formal Complaints

- 11. In normal circumstances, complaints and grievances will be made in writing to the named Supervising Trustee c/o the Student Engagement Manager at Worcester Students' Union.

12. The written complaint should include the name and contact details of the complainant, the person(s) to whom the complaint refers, the nature of the complaint and the preferred course of action to resolve the complaint.
13. Members and elected Officers should refer to the Student Engagement Manager who will advise on this Code.

Investigations

14. When:

- 14.1 A disciplinary matter arises, or
- 14.2 A complaint is made, or
- 14.3 A matter is referred to the Panel

the Supervising Trustee shall first determine whether this Code is appropriate for the issue(s) being raised. In making the judgement, the Supervising Trustee will be careful to ensure that matters of misconduct are handled through this procedure, but that matters of political performance are rightly referred to the appropriate accountability procedures.

15. If this Code is used, the Supervising Trustee will appoint an impartial third party to investigate the matter. The investigation is to establish the facts and, where appropriate, obtain statements from any available witnesses. Having carried out an investigation, the investigator will make a report to the Supervising Trustee. The Supervising Trustee will then decide whether to drop the matter, arrange informal coaching, advice or counselling, or to arrange for the matter to be dealt with under the disciplinary procedure.
16. At the start of the investigation, the complainant and respondent will receive a letter of formal notification detailing the complaint being investigated and the name and contact details of the person dealing with the investigation.
17. The respondent will be invited to submit a written statement in response to the complaint. The deadline for doing so is seven working days after the date of formal notification of the investigation. The statement should attach copies of any other documents on which the respondent wishes to rely.
18. Should the respondent not respond to communications or refuse to engage with the investigation process, he/she will be deemed to have nothing to add to the investigation.
19. The investigator will consider statements and any other documents received from the complainant and respondent as soon as is practicable. Worcester Students' Union aims to confirm the outcome of its investigation to the complainant, the respondent and other interested parties within 14 working days of the date of the formal notification of the investigation, subject to having been able to contact all relevant parties within this time. If it is not practicable to comply with this deadline, for example due to relevant parties being on holiday, the deadline may be extended, normally up to a maximum of 7 further working days.

20. No Member involved in a matter covered by this Code should comment publicly on the incident. Failure to observe this requirement will result in disciplinary action being taken under the Code.

Informal Procedures

21. Minor cases of misconduct and poor performance will be dealt with informally. It may be necessary to issue an informal warning, but the Supervising Trustee will ensure that these areas are discussed with the objective of helping the Member to make appropriate improvements. At this stage, the Member will be made fully aware of what steps need to be taken to address the conduct issue. He/she will also be told when this will be reviewed and over what period.
22. The respondent will be informed of what action will be taken in the event of him/her failing to improve either their performance or conduct. Informal warnings are not part of the formal disciplinary procedures and Members should be made aware of this.

Stages of Disciplinary Action

23. The Supervising Trustee will decide whether a matter should be dealt with informally or formally under the disciplinary procedure. Disciplinary panels and appeal panels will be made up of different people.
24. There are different types of action that may be taken. The disciplinary panel will consider the severity of the misconduct and the appropriate action.
25. Possible actions are:
- 25.1 Formal verbal warning
 - 25.2 Written warning
 - 25.3 Termination or suspension of all membership entitlements or some act of partial suspension, which in the case of Sabbatical Officers could result in the termination of their contract of employment.

Disciplinary Hearings

26. Before a decision is reached or any disciplinary action taken, there will be a disciplinary hearing at which the Member will have the opportunity to state their case and answer the allegations that have been made. The appointed investigator will present his/her findings at the disciplinary hearing.
27. The Panel will hear the case. The Member will be notified of the date, time and place of the hearing least three working days in advance and will be provided with copies of statements given by any witnesses and any other written evidence to be used. The Member will have the right to be accompanied by a friend or representative of their choice, who must not be an employee or officer of Worcester Students' Union.

28. During a disciplinary hearing, the case against the Member will be presented in detail by the appointed investigator. If the Member challenges the substance of the witness statements then witnesses may be called to the hearing, where the Member or his/her representative will have the opportunity to ask them questions.
29. Where disciplinary action is necessary, the Member will be informed of the decision. This will be in writing and will state:
- 29.1 Detail of the misconduct that has resulted in the disciplinary action;
 - 29.2 The level of disciplinary action;
 - 29.3 Any recommendations/action required to prevent further disciplinary action;
 - 29.4 The consequence of failure to prevent further disciplinary action;
 - 29.5 Details of the appeal mechanism;
 - 29.6 Where appropriate, the length of time the warning will last before it is disregarded.

Formal Verbal Warning

30. This will occur in cases of minor infringements and will be issued by a member of the Panel. A note of the warning will be kept on file for six months, but then disregarded for disciplinary purposes. The warning will be given in the presence of the Panel and the Member will be entitled to have a representative present when the warning is given.

Formal Written Warning

31. This will occur when the infringement is more serious or is a failure to improve behaviour following a verbal warning and will be issued by a member of the Panel. A copy of the written warning will be kept on file for twelve months, but then disregarded for disciplinary purposes.

Suspension of benefits or other sanction

32. If a Member's conduct still fails to improve, the final stage may be:
- 32.1 Partial disciplinary suspension of member entitlements
 - 32.2 Temporary disciplinary suspension of some or all member entitlements
33. Where a person in a paid role is suspended pending a hearing or whilst an investigation is carried out, they will continue to be paid by the organisation.

Disciplinary termination of all membership entitlements

34. The decision to suspend or terminate entitlements is taken by the Panel. The Member will be informed as soon as is reasonably practicable, of the following:
- 34.1 the decision and the reasons for the termination or suspension of entitlements,
 - 34.2 the date on which the agreement between Worcester Students' Union and the Member will terminate
 - 34.3 information on the right of appeal, including how to make the appeal and to whom.
35. The decision to suspend or terminate entitlements shall be confirmed in writing.
36. At any of the above stages, the Panel may resolve to:
- 36.1 recommend that the Member should undergo training;
 - 36.2 exclude the Member from some or all future Worcester Students' Union events
 - 36.3 exclude the Member from participation in sports/societies activities and/or committee membership

Summary Termination of Entitlements

37. In rare circumstances a Members' entitlements may be summarily terminated if it is established, following investigation and the hearing, that there has been an act of gross misconduct, major breach of duty or conduct that brings the organisation into disrepute.
38. Acts that may constitute gross misconduct include, but are not limited to:
- 38.1 Theft, fraud and/or deliberate falsification of records;
 - 38.2 Physical violence or threats;
 - 38.3 Wilful damage to organisational or personal property;
 - 38.4 Serious incapability whilst representing Worcester Students' Union brought about through the misuse of alcohol or drugs;
 - 38.5 Misuse of the charity's property or name;
 - 38.6 Damaging the reputation of the charity;

38.7 Serious infringement of health and safety rules;

38.8 Bullying or harassment;

38.9 Sexual misconduct or public indecency;

38.10 Infringement of any of the Union's policies

39. Because the eligibility to hold elected office in Worcester Students' Union is dependent upon membership status and is one of the rights and privileges of membership, termination of all entitlements would result in termination of holding of office. In the case of employed elected officers, this would therefore result in a termination of contract.

Suspension

40. In certain circumstances, for example cases involving gross misconduct, where relationships have broken down or where it is considered there are risks to property or to the Union's responsibilities to other parties, consideration should be given to a period of suspension of membership rights with or without entitlements whilst an unhindered investigation is conducted.

41. Such a suspension should only be imposed after careful consideration and should be reviewed regularly to ensure that it is not unnecessarily protracted. Excluding a Member from participation in Worcester Students' Union activities is not in itself a form of disciplinary actions whilst the investigation is progressing. The Member will be entitled to seek advice, for example legal advice, the cost of which will be met by the Member.

42. Because the eligibility to hold elected office in Worcester Students' Union is dependent upon membership status and is one of the rights and privileges of membership, suspension of entitlements would result in suspension of holding of office.

Appeals

43. A Member must notify the Panel of his/her intention to appeal against disciplinary action within six working days of receipt of the letter from the Panel.

44. An appeal hearing will normally be held within ten working days of receipt of the letter from the Member stating he/she wishes to appeal. An appeal will be heard by a Panel, made up of people who have had no previous involvement in the case and who have no connection with the complainant or the respondent. The Panel shall be made up of the following:

44.1 A Student Trustee

44.2 An External Trustee

44.3 A nominee of the University of Worcester

45. A Member has the right to be accompanied by a colleague or a representative of their choice. The Member will be notified of the results of the appeal in writing within five working days of the hearing.

46. Members should note that an appeal is designed to remedy any defects in the disciplinary process, rather than to repeat the investigation of the disciplinary process. Grounds for appeal are:

46.1 Unfairness of the judgement;

46.2 The severity of the penalty;

46.3 New evidence coming to light;

46.4 Procedural irregularities;

46.5 Extenuating circumstances;

46.6 Bias of the Panel;

46.7 Unfairness of the interview.

47. Possible outcomes of an appeal:

47.1 The appeal is upheld and the disciplinary sanction reduced or removed;

47.2 The appeal is upheld and there is a request for a re-investigation or re-hearing;

47.3 The appeal is denied and the original decision is upheld.

Recording Discipline

48. Accurate records will be kept detailing:

48.1 any breach of disciplinary rules or unsatisfactory performance;

48.2 the Member defence or mitigation;

48.3 the action taken and the reasons for it;

48.4 whether an appeal was lodged, its outcome and any subsequent developments.

49. These records will be kept confidential and retained in line with the above disciplinary procedure and the Data Protection Act 1998. Copies of any meeting records will normally be provided to the respondent (in certain circumstances information shall be withheld, for example to protect a witness).

BYE-LAW 9: Student Activities

This Bye-Law sets out the principles for establishing and running student activity groups that are constituted and supported as part of the Students' Union. Student Activities broadly covers Societies, Sport, Volunteering and RAG.

Definition

1. The Activities are broken down into the following categories, determined by the members of the groups themselves:
 - 1.1. Societies;
 - 1.2. Sports;
 - 1.3. Volunteering;
 - 1.4. RAG (Raising and Giving)
2. The Student Activities of Worcester Students' Union, with the exception of RAG which is a Coordination Committee under these Bye-Laws, are comprised of student groups formed and coordinated under the direction of the Students' Union.
3. All ratified student groups shall be considered constituent parts of Worcester Students' Union and are subject to the rulings of the Executive Committee, Student Council, Referenda and the Board of Trustees.
4. All student groups shall have a constitution which incorporates the provisions laid out in the sample constitution issued by Worcester Students' Union and which must not be amended counter to the spirit and objects of the Union.
5. Full membership of student groups shall be open to Members of Worcester Students' Union subject to the definitions laid out in Bye-Law 1: Membership.
6. The Executive Committee reserves the right to deny membership of a student group to any Member of the Union subject to that member's right of appeal in accordance with Bye-Law 8: Code of Conduct.
7. Only full members shall be permitted to hold office on a committee within the group as outlined in the Constitution and Bye-Law 1: Membership.
8. Student groups shall be eligible to receive financial assistance from the Union during the semester in which they have been ratified through the processes laid out in the Handbook available from the Union.

9. Groups must use Worcester Students' Union's Finance Office for all financial transactions and must abide by the Union's financial procedures.
10. Groups may not hold any external bank account.

Sponsorship and Advertising

11. Worcester Students' Union's student groups shall be entitled to seek sponsorship from external organisations to supplement their income, but in doing so, groups must take care to ensure that other external contracts held by the Union are not infringed.
12. Worcester Students' Union's student groups must consult the Sports and Societies Coordinator or Vice President Student Activities before entering into any contract for sponsorship to ensure they adhere to the above. The Trustee Board shall have the final say on any contracts entered into by the Union or by ratified Union groups.
13. Worcester Students' Union's student groups must not directly or indirectly promote organisations that are prohibited by Union policy.
14. Any Worcester Students' Union affiliated group or organisation wishing to undertake fundraising activities, whether to generate income for themselves or to raise funds for another charity, must do so only with the prior consent of the Vice President Student Activities and, where appropriate, the RAG Officer.

Formation of Activities

15. Formation and ratification applications may be completed at any time, through the processes laid out in the Handbook.
16. Activity formation applications must be presented to the Vice President Student Activities or President for consideration by the Executive Committee at their next quorate meeting.
17. Applications for formation should state the name, aims and objectives of the proposed group and include the name, student number, email address, postal address and signatures of the Chair, Treasurer and Secretary.
18. Applications for formation should outline how the aims and objectives of the proposed student group would meet a demand from members that is not filled by an existing student group.
19. Once ratified, a student group must gain a minimum of 12 official, paid-up members during the semester in which it is ratified, otherwise its activities and funds will be frozen. If, after six months, the student group still has fewer than 12 members, it will no longer be recognised as a student group of Worcester Students' Union.

19.1 The only exception to this shall be where a student group believes that there is a

convincing reason why their membership does not and is unlikely to reach 12, which they may present to the Executive Committee and a vote shall be held to approve their continuation with a smaller number of members.

20. Where a student group has been ratified and established, if in any academic year it has fewer than 12 members on 30th November, it will be dissolved unless the procedure under 19.1 above has been followed and the Executive Committee has voted to approve the group's continuation.
21. Upon dissolution, all assets and monies of the group will revert to Worcester Students' Union.
22. Any data held by the Union about student groups and their membership will be treated according to Worcester Students' Union Data Policy and the Data Protection Act. Procedures for communications are laid out in the Handbook.

Societies

23. Societies must have a Chair, Secretary and Treasurer in office, who shall be elected by members of the society annually.

23.1 Newly ratified societies should hold their first elections before the end of the semester during which they are ratified as a society.

24. The Chair of the society is responsible for ensuring that the Union has up-to-date details of the committee and must provide Worcester Students' Union with information as required.
25. Society committee members shall be held accountable for the actions of their group members and may be subject to disciplinary measures at the discretion of the Societies Committee in cases of misconduct.
26. The Union shall check online membership lists in order to assess groups' viability. This information and the financial records of student groups will not be disclosed to any third party, in line with Worcester Students' Union's Data Policy.

Sports

27. Clubs must have an elected Chair, Secretary and Treasurer in office, who shall be elected by members of the club annually.

27.1 Newly ratified clubs should hold their first elections before the end of the semester during which they are ratified as a club or by the date specified in the Handbook.

28. The Chair of the club is responsible for ensuring that the Union has up-to-date details of the committee and must provide Worcester Students' Union with information as required.
29. Club committee members shall be held accountable for the actions of their club members and may be subject to disciplinary action in line with the provisions of Bye-Law 8: Code of Conduct at the discretion of the Executive Committee.
30. The Union shall check online membership lists in order to assess clubs' viability. This information and the financial records of sports clubs will not be disclosed to any third party, in line with Worcester Students' Union's Data Policy.

Worcester Students' Union Volunteering

31. The purpose of Worcester Students' Union Volunteering shall be to encourage and enable students to be actively engaged with their local community through volunteering.
32. All volunteering projects must have a Coordinator, Secretary and Treasurer, who shall be elected by the project members on an annual basis.
33. Committee positions can only be held by student members.
34. All volunteering projects must be ratified by Worcester Students' Union each year, adhering to the Volunteering Constitution, completing a risk assessment and maintaining an equipment list.
35. The project coordinator is responsible for maintaining up-to-date records of all project members.
36. Project committee members shall be held accountable for the actions of the group.
37. All projects will be expected to fundraise in order to generate income to support a proportion of their activities.
38. There shall be a Volunteering Committee which shall be the decision-making body of Worcester Students' Union Volunteering, as defined in the Bye-Laws
 - 38.1 The committee shall be chaired by the Vice President Student Activities and shall include the coordinators of each of the ratified projects
39. Absence without apologies at two consecutive committee meetings shall be considered a resignation.
40. Decisions by the committee shall require a majority vote.

RAG (Raising and Giving)

41. The purpose of Worcester Students' Union RAG shall be to encourage and enable students to engage in fundraising activities.
42. There shall be a RAG committee which shall be the decision-making body of Worcester Students' Union RAG, as defined in the Bye-Laws
 - 42.1 The RAG Committee shall consist of at least the RAG Officer, a Vice-Chair, Secretary and Treasurer, with other positions decided upon by the committee on the basis of necessity.
43. All members of the RAG committee are responsible for:
 - 43.1 Distributing publicity for RAG events
 - 43.2 Stewarding RAG events
44. The RAG Committee shall identify up to four beneficiary charities, through an annual application process and poll of its members.
45. RAG may also fundraise for one-off events such as humanitarian disaster appeals, Children in Need etc
46. Worcester Students' Union Volunteering shall be a permanent beneficiary.
47. Applications from charities wishing to be nominated as a beneficiary will need to provide evidence of registration with the Charity Commission. The RAG Officer may decide not to consider applications from charities whose objects are not compatible with those of Worcester Students' Union.
48. All RAG fundraising activities must comply with guidance on *Ultra Vires* issued by the Union in line with Charity law.

BYE LAW 10

THE STUDENTS' UNION BAR Regulations

1. NAME

- 1.1. The name of the Bar shall be "The Students' Union Bar".

2. OBJECTIVES

- 2.1. The objectives of the Bar shall be the promotion and encouragement of a safe and inclusive social environment for the membership.
- 2.2 The Bar shall be operated in accordance with the rules and regulations laid down by the Licensing authority.

3. MEMBERSHIP

3.1. All those holding membership with Worcester Students' Union as outlined in section 11 of the main Constitution shall be entitled to use the Students' Union Bar.

3.2 Any attendees of an officially organised conference, fundraising or training event held within the grounds of the College shall be considered as temporary members of the Union Bar.

3.3. Any student that holds an NUS Card from any other institution may use the Bar, but may not sign in guests.

3.4. People entering the Students' Union Bar must provide one of the following:

- Current University of Worcester Registration card
- Current NUS Card.
- Valid Temporary Membership Card,
- Associate Membership Card.
- Honorary Membership Card.
- Conference Delegate Card/Fundraising event id.

3.5 All members and their guests must be over the age of eighteen to access the Students' Union bar and may be asked to produce acceptable photographic evidence as proof of age at any time. In the event of member bringing children in to the bar, the member should enquire at the bar to gain appropriate permission. A child should not approach the bar and the member is responsible for the behaviour of the child throughout their visit. No child shall be admitted after 7pm unless with written prior consent

3.6. The Disciplinary Committee shall have the power to limit or suspend the introduction of guests or Temporary, Associate, and Honorary members of the Bar on any special occasion, or at any time as the Committee sees fit.

3.7. Where tickets are sold for an event to be held in the Union Bar all Purchasers must produce a valid membership card at the time of the purchase. Entry to the Union Bar shall only be permitted upon showing a valid ticket, or by purchasing a ticket.

4. SIGNING IN GUESTS

4.1. Any full member is entitled to sign two guests into the Students' Union bar, provided that no suspended member shall be allowed into the Bar premises. This right does not extend to associate, honorary or temporary members.(except in the case of those with a disability who require assistance; they may sign in one person who should not be under disciplinary action)

4.2. The member introducing the guest shall enter the name and address of the guest, together with his/her own name, in a book kept on the Bar premises for that purpose. All guests must be signed in as such BEFORE they may consume any saleable goods.

4.3. An entrance fee must be paid by the guest and a receipt issued.

4.4 Any member signing in guests shall automatically assume responsibility for their actions and both the member and their guests may be subject to any subsequent disciplinary action.

5. VISITING TEAMS

5.1. On the occasion of inter club events, or on the occasion of a bona fide sporting contest taking place, the Licensee shall have the power to admit to the Bar premises, any persons, who are members or guests of the visiting or competing club. The Chairperson or Captain of the home teams shall notify the Licensee upon entry and be responsible for the visiting team whom shall be considered as temporary members.

5.2. Should any home or visiting team contravene the Disciplinary Policy or House Rules, the whole team may be referred to disciplinary procedures.

6. SUSPENSION

6.1. The Students' Union bar shall have a Designated Premises Supervisor who shall have the power to remove any person from the bar. The DPS has further powers to refuse entry to any person and is responsible for ensuring there is no;

6.1.(i) disorderly conduct on licensed premises

6.2. (ii) *Sale of alcohol to a person who is drunk*

6.3. (iii) *Allowing the sale of alcohol to children*

6.2. The Disciplinary Committee may withdraw or suspend any member. A suspension may be made for any period of time that the Committee sees fit in accordance with the Disciplinary Procedures in bye law 8.

7. LICENSED HOURS

7.1. The permitted hours for sale or supply of intoxicating liquor on or off the premises shall be as laid down by the Licensing Authorities, including where a Special Order of Exemption is obtained.

8. CHANGES TO THE BAR CONSTITUTION

8.1. Any changes to this Bar Regulations must be passed by a two thirds majority of the Union Council, and then notified to the Justices' Clerk & Court as it is a legally binding document which is the basis on which the Bar Licence exists and is maintained.

BYE LAW 11

COMPLAINTS PROCEDURE

1. SCOPE AND PURPOSE

1.1 This complaints procedure is available to all registered students and groups of students at University of Worcester who:-

- (i) are dissatisfied in their dealings with the union; or
- (ii) claim to be unfairly disadvantaged by reason of having exercised their rights not to be members of the union or to signify that they do not wish to be represented by a representative body.

1.2 The purpose of the procedure is to enable such complaints to be dealt with promptly, thoroughly and fairly. Any complaints about the University of Worcester itself, rather than the union, will not be dealt with under this procedure.

2. INFORMAL COMPLAINTS

It should be possible to resolve most complaints informally. The complainant should first approach an elected officer of the union other than the President and explain the problem. The officer may be able to deal with the situation there and then. If not, the officer should explain what action (if any) will be taken and give an indication of the time scale for such action. The time scale should not normally be longer than 2 weeks with a maximum of 4 weeks if there is a delay for any reason, the officer should explain the delay and give an indication of the revised time scale.

3. FORMAL COMPLAINTS

3.1 If, in the complainant's view, the informal approach has not provided a satisfactory response within 4 weeks, a formal complaint should be made in writing to the President of the union within 2 weeks. For ease of understanding, the officer has a maximum of 4 weeks to reply to the informal complaint. Should this not be dealt with satisfactorily by the end of the 4 weeks then the complainant has two weeks to write to the president to make the complaint formal.

- 3.2. The complaint should explain the problem and set out any action that the complainant wishes the Union to take.
- 3.3. The complaint will be acknowledged within five working days of its receipt by the President.
- 3.4. The President will arrange for the matter to be investigated and, if appropriate, may consult with the University of Worcester Pro Vice Chancellor (students).
- 3.5. A response to the formal complaint will be sent by the President to the complainant within 4 weeks of the receipt of the formal complaint by the President. The response should include any details of any proposed action arising from the complaint and the likely timetable for any such action.
- 3.6. If the President concludes that the complaint is not justified, the response should include the reasons for the conclusion reached.

4. INDEPENDENT INVESTIGATION

- 4.1. If the complainant remains dissatisfied after five weeks(that's one week for the receipt of the complaint to be acknowledged and 4 weeks for the investigation and response) of the receipt by the President of the formal complaint, the complainant may apply to the President to have the matter independently investigated.
- 4.2. The President will consult with the University of Worcester Registrar in relation to any such application and they will arrange for the matter to be investigated by the Independent Person appointed by the UoW Board of Governors.
- 4.3. The independent investigation should take place within four weeks of the application being received by the President. The independent person will be asked to provide a written report on the investigation, which should also include recommendations as to whether the complaint should be upheld and, if so, any action which should be taken. Unless the UoW Registrar otherwise decides, the recommendations of the independent person will be final and binding on the complainant and the Union.