



Keele SU Bye-Laws

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Chapter 1 - Union Assembly

1. All meetings of Union Assembly shall follow the guidance set out in Clause 49 of the Constitution.
2. Convening of Meetings
 - a. All meetings of Union Assembly shall be convened by the Democracy Operations Group (DOG), as outlined in Chapter 4.
 - b. It shall be the responsibility of the DOG to prepare the agenda in advance of the meeting, and to circulate copies of Union Assembly papers to Delegates.
3. Membership and Composition
 - a. Union Assembly shall be composed of the following student representatives, whose attendance at Union Council meetings shall be compulsory.
 - i. Chair of Union Assembly
 - ii. Development and Democracy Officer
 - iii. Education Officer
 - iv. Wellbeing Officer
 - v. Experience and Community Officer
 - vi. Black, Asian, and Minority Ethnic Students' Delegate
 - vii. Black, Asian, and Minority Ethnic Women's Delegate
 - viii. Commuter Students' Delegate
 - ix. Disabled Students' Delegate
 - x. International Students' Delegate
 - xi. Local Students' Delegate
 - xii. LGBTQ+ Students' Delegate
 - xiii. Mature Students' Delegate
 - xiv. Postgraduate Students' Delegate
 - xv. Non-Portfolio Delegate
 - xvi. Parent/Carer Students' Delegate
 - xvii. Women's Delegate
 - b. Keele SU Officers who are non-voting members of Union Assembly shall have full speaking rights, subject to the same restrictions as members of Union Assembly.

- c. Keele SU members who are not members of Union Assembly exercising their constitutional rights of attendance may be granted speaking rights at the discretion of the Chair, except for Keele SU members who have proposed motions to the meeting, who shall automatically have the right to speak in proposition of their motions.
 - d. Non-members of Keele SU may be granted the right to attend and/or speak at the discretion of the Chair.
4. Control, Steering and Minuting
 - a. Union Assembly shall be chaired by a full member of Keele SU who does not hold any conflicts of interest with reference to that meeting's agenda. The Chair shall be supported by Keele SU Full-Time Officers and the Student Voice Department.
 - b. The Chair does not hold voting rights, unless they are a member of Union Assembly.
 - c. Union Assembly shall have the power to make technical amendments to a motion for the purpose of clarity.
 - d. The Student Voice Department shall be responsible for the recording of minutes of the meeting.
 - e. Decisions of the Chair can be overruled by a simple majority of Union Assembly, following a procedural motion.
5. Quorum
 - a. Quorum for Union Assembly shall be 50% of the total number of elected representatives, not including the Full-Time Officers.
 - b. No motions may be passed if the meeting has not achieved quorum.
 - c. Meetings of Union Council are quorate unless and until declared otherwise.
 - d. The Chair shall declare a meeting inquorate if a count of quorum finds that the meeting is inquorate.
 - e. In the event of the meeting being declared inquorate, the meeting will adjourn for a period at the discretion of the DOG, after which a further count will be held. The meeting is then either quorate or abandoned.
6. Policy Processes
 - a. Following the process outlined in Chapter 4 Section 2, submitted ideas will be brought to Union Assembly at the first available opportunity, but must be submitted at least three days before.

- b. Any student who submits an idea to be discussed at a Union Assembly meeting may be invited to attend that meeting by the DOG, but is not expected to attend.
 - c. Union Assembly shall have the power to accept an idea as written, if 75% of votes are in favour.
 - d. If less than 75% of votes are in favour, Union Assembly shall vote to forward the idea to the next Union General Meeting (UGM). This vote shall only take place after a vote to pass the idea. Should less than $\frac{1}{3}$ of Union Assembly vote for this decision, the idea shall be rejected as laid out in Chapter 4 Section 4.
 - e. Should $\frac{1}{3}$ or more of Union Assembly vote in favour of forwarding the policy to a UGM, this shall pass and the policy will follow the procedures laid out in Chapter 4 Section 3.
7. Items for Discussion
- a. Should a member of Union Assembly wish to bring an item for discussion, they must submit it to the DOG at least one day before a Union Council meeting.
 - b. The DOG will have the ability to prevent an item for discussion being raised if they believe it makes defamatory references to identifiable persons, is unconstitutional, or contravenes the law of the land.
8. Agenda
- a. Meetings of Union Council shall ordinarily be conducted in the following order:
 - i. Apologies for absence
 - ii. Minutes and matters arising of the last meeting
 - iii. Items for discussion
 - iv. Motions
 - v. Any other business
 - b. The Student Voice Department may exceptionally add items or rearrange items when preparing the Agenda, for example to include addresses from such guests as may be invited to speak from time to time.
9. Conduct of Debate
- a. Members wishing to speak shall indicate their wish to the Chair, who shall decide on priority of speaking.
 - b. No member shall exceed two minutes in their speech.
 - c. All expressions of an offensive nature shall be ruled out of order.
 - d. All motions shall be open for debate.

10. Voting

- a. Only members of Union Assembly shall be entitled to vote on motions.
- b. Voting shall ordinarily be conducted by show of hands.
- c. The Chair of Union Assembly shall be responsible for the counting of votes.
- d. A recount may be taken at the discretion of the Chair.
- e. Abstentions must be counted. Voluntary abstentions shall be recorded by the Student Voice Department with the numbers voting on the motion.

11. Procedural Motions

- a. The following procedural motions shall be available to all voting members present at Union Assembly at all times:
 - i. That a ruling of the Chair be challenged
 1. Challenges to a ruling of the chair shall require a simple majority of Union Assembly in order to pass.
 - ii. That the motion being heard be amended
 - iii. That the motion being heard be abandoned
 - iv. That the motion being heard now be put straight to a vote
 - v. That the motion being heard be taken directly to UGM
 - vi. That the motion being voted on be held by secret ballot
 - vii. That the motion be split and its component parts each voted on
 - viii. That those who are not voting members be excluded
 - ix. That the meeting be closed
 - x. That there shall be a count of quorum to determine if the meeting is quorate
 - xi. That Union Assembly has no confidence in the Chair
- b. Motions of no confidence in the Chair shall result in the replacement of the incumbent Chair with another for the duration of the meeting.

12. Extraordinary Meetings of Union Assembly

- a. Should a Union Assembly meeting be urgently needed, an Extraordinary Union Assembly meeting may be called by any of the following ways:
 - i. A vote of Executive Committee as outlined in Chapter 3
 - ii. A vote of Union Assembly members
- b. The agenda for Extraordinary Union Assemblies shall be drawn up by the DOG.

- c. Extraordinary Union Assembly meetings shall be subject to all sections of the Constitution and Bye-Laws applicable to Union Assembly.

Chapter 2 - Union General Meetings

1. Convening of Meetings

- a. Union General Meetings (UGMs) shall be convened by the Democratic Operations Group (DOG), as outlined in Chapter 4.
- b. There shall be up to 4 UGMs per academic year and a minimum of 1.
- c. UGMs shall have (but not limited to) the following functions:
 - i. Approval of Constitutional Amendments as laid out in Clause 9 of the Constitution
 - ii. Approval of new policies, amendment of existing policies and reaffirmation of policies which have expired, as outlined in Chapter 4
 - iii. Reports from Full-Time Elected Officers
 - iv. Holding Full Time Elected Officers to account through open floor questions
 - v. Ratification of Keele SU Budget
 - vi. The approval of motions and/or amendments for submission to NUS Conference.
 - vii. Open discussions of matters of importance
- d. The date, time and location of all UGMs shall be published as soon as they are confirmed. This shall be the responsibility of the Union Development and Democracy Officer and the Student Voice Department.

2. Membership and Composition

- a. All Keele SU Members shall have full voting and speaking rights at UGMs. This includes all Elected Officers.

3. Control, Steering and Minuting

- a. Union General Meetings shall be chaired by a full member of Keele SU who does not hold any conflicts of interest with reference to that meeting's agenda. The Chair shall be supported by Keele SU Full-Time Officers and the Student Voice Department.
- b. Decisions of the Chair can be overruled by a two-thirds majority of the UGM, following a procedural motion.
- c. The DOG shall have authority to rule on the constitutionality of all business and conduct within the UGM. Constitutional interpretations of the DOG are final and may not be overruled by the UGM. The wording of the Constitution may only be altered by

constitutional amendment, proposed and passed according to these Bye-Laws and Clauses 9 and 20 of the Constitution.

- d. The Student Voice Department shall be responsible for the recording of minutes of the meeting.
 - e. The DOG shall be responsible for counting votes cast for and against motions, and shall assist the Chair when requested to do so.
4. Quorum
- a. Union General Meetings are quorate unless and until declared otherwise.
 - b. Quoracy is 0.5% of the student body.
 - c. The Chair shall declare a meeting inquorate:
 - i. If it appears to the Chair that the meeting is inquorate, or
 - ii. If a count of quorum finds that the meeting is inquorate.
 - d. In the event of a meeting being declared inquorate the meeting will adjourn for a period at the discretion of the Chair, after which a further count will be held. The meeting is then either quorate or postponed until the earliest available opportunity.
5. Policy Processes
- a. Following the process outlined in Chapter 4 Section 3, proposals will be brought to a UGM following a failure of Union Assembly to immediately approve or immediately reject a submitted idea.
 - b. UGMs shall have the ability to approve a submitted idea, if $\frac{2}{3}$ of votes are in favour.
 - c. If a vote on an idea sees less than $\frac{1}{3}$ in favour, this idea shall be rejected as laid out in Chapter 4.
 - d. If between $\frac{1}{3}$ and $\frac{2}{3}$ of votes are in favour, the idea shall be put to an online vote, as laid out in Chapter 4 Section 5.
 - e. Unless otherwise stated, the expiry date of a motion shall be three years from the date the motion was passed.
 - f. No motion passed by a UGM shall have an expiry date later than three years from the date the motion was passed.
6. Reports and Items for Discussion
- a. All Sabbatical Officers must present a report to the meeting.
 - b. Verbal Questions shall be taken from the room at all UGMs in order to hold the Sabbatical Officers to account. The Chair shall decide on the order of speaking.

7. Agenda

- a. UGMs shall ordinarily be conducted in the following order:
 - i. Elected Officers' reports and questions
 - ii. Items for discussion
 - iii. Motions
 - iv. Any other business
- b. The Student Voice Department may exceptionally add items or rearrange items when preparing the Agenda, for example to include addresses from such guests as may be invited to speak from time to time.
- c. The Chair shall be permitted to allow access breaks at their discretion.

8. Conduct of Debate

- a. Members wishing to speak shall indicate their wish to the Chair, who shall decide on the priority of speaking
- b. No member shall exceed two minutes in their speech.
- c. All expressions of an offensive nature shall be ruled out of order
- d. Policy proposals may only be withdrawn during the meeting by agreement of the Proposer. If they do not agree the motion stands. It may still be rejected by a vote of the UGM.

9. Voting

- a. All full members of Keele SU in attendance shall be entitled to vote. This includes all elected officers.
- b. Voting may be conducted by a show of hands or a secure online vote. This shall be at the discretion of the Chair, unless prescribed elsewhere.
- c. The Student Voice Department shall be responsible for counting votes.
- d. A recount may be taken at the discretion of the Chair.
- e. Abstentions must be counted. Voluntary abstentions shall be recorded by the Student Voice Department.

10. Procedural Motions

- a. The following procedural motions shall be available to all members present at UGM at all times:
 - i. That the UGM has no confidence in the Chair
 - ii. That a ruling of the Chair be challenged

1. Challenges to a ruling of the Chair shall require a simple majority of the room in order to pass.
 - iii. That the motion being heard be amended
 - iv. That the motion being heard now be put straight to a vote
 1. Procedural motions to put a motion straight to a vote shall require a two-thirds majority of the room in order to pass.
 - v. That the motion being heard be split and its component parts each voted on
 - vi. That the motion be decided by referendum
 1. This shall require a two thirds majority of the room in order to pass
 - vii. That the motion being voted on be held by secret ballot
 - viii. That those who are not voting members be excluded
 - ix. That the meeting be closed
 - x. That there shall be a count of quorum to determine if the meeting is quorate
- b. Successful motions of no confidence in the Chair shall result in the replacement of the incumbent Chair with another for the duration of the meeting. The order of replacement shall be:
- i. Development and Democracy Officer;
 - ii. Another Sabbatical Officer;
 - iii. A member of Union Assembly chosen from the room;
 - iv. A full member elected from the room.

11. Extraordinary General Meetings

- a. An Extraordinary General Meeting (EGM) may be convened in any of the following ways:
 - i. A vote of Executive Committee
 - ii. A vote of Union Assembly
 - iii. A petition of 50 full members of Keele SU
 - iv. A decision by the UGM
 - v. A vote of the Board of Trustees
- b. An EGM may only hear business for which it was convened.
- c. The Agenda for an EGM shall be drawn up by the DOG.
- d. EGMs shall be subject to all Bye-Laws applicable to UGMs.

12. Annual General Meetings

- a. One UGM per year shall fulfil the requirements of clause 18.1 of the constitution as an “Annual Review” and may be referred to as an Annual General Meeting (AGM)
- b. DOG will determine the date of this date of this meeting.
- c. The AGM shall hold the same functions of a UGM as laid out in clause 1.c of the Bye-Laws with the following additions;
 - i. Approving the affiliations of external organisations
 - ii. Receiving a report from the board of trustees. This is to be delivered verbally by any member of the Board of Trustees.
- d. Affiliations to external organisations shall be passed by a simple majority vote. Should a reaffiliation fail to reach a majority vote, a referendum to consider affiliation should be called by a resolution of the Trustees as laid out in Clause 17.1.1.

Chapter 3 - Executive Committee

1. Membership
 - a. Executive Committee shall be composed of the Sabbatical Officers as outlined in Chapter 7.2
 - b. Quorum shall be three Sabbatical Officers.
2. Control
 - a. The Student Voice Department shall take minutes of the business of all meetings, except when closed agenda is declared.
3. Functions and Responsibilities
 - a. Executive Committee shall be open to all full-members of Keele SU, except when a closed agenda is declared.
 - b. Executive Committee may alter current policy in instances that are time-sensitive, all of which are subject to ratification by Union Assembly via an online vote of at least 50% of Union Delegates and obtaining a 2/3rds majority in favour of the policy amendment.
 - c. It may call an Emergency General Meeting without requiring ratification.
 - d. It may call an Emergency Union Assembly without requiring ratification.
 - e. Members of Executive Committee may invite any other individual to their meetings for the purpose of giving information.
 - f. Votes shall be made by majority vote.

Chapter 4 - Policy

1. Democratic Operations Group

a. Composition and Responsibilities

- i. The Democratic Operations Group (DOG) will be responsible for the preparation and administrative functions of Union Assembly and Union General Meetings.
- ii. These functions are as follows:
 1. In UGMs, determining the convening of meetings, the preparation and publication of agendas, the counting of votes, and the constitutionality of motions;
 2. In Union Assembly Meetings, determining the convening of meetings, the preparation and publication of agenda, and the constitutionality of motions.
 3. Making recommendations to Union Assembly on the agenda of Union Policy Making Forums.
- iii. The Democratic Operations Group shall consist of:
 1. The Student Voice Department.
 2. The Development and Democracy Officer.
 3. One other Full-Time Elected Officer.

b. Policy Process

- i. Policy ideas shall be submitted to the DOG who shall review all submissions at least three days before each meeting of Union Assembly.
 1. Motions may only be accepted as 'emergency' motions and accepted after this deadline if valid reasons for their delayed submission are provided and accepted by the DOG.
- ii. Submissions must be typed and bear the name of a proposer, who must be a full member of Keele SU.
- iii. The DOG shall determine the suitability and constitutionality of ideas, at which point they shall consider the idea to be one of the following::
 1. That is it inappropriate for further consideration, at which point the idea is rejected, as outlined in Chapter 4 Section 4;

2. That it is a matter of substantive policy, at which point it is brought to Union Assembly, as outlined in Chapter 4 Section 2;
 3. That it is an issue or proposal that should be taken for discussion at a member forum, ordinarily at a Union General Meeting (subject to approval by Union Assembly);
 4. That it is a potentially contentious proposal, and should be taken as a motion directly to a Union General Meeting;
 5. Delegate responsibility to a Sabbatical Officer, who shall become responsible for implementing the idea or who will support the student to implement the idea
- iv. Constitutional amendments shall be taken to a Union General Meeting in accordance with Chapter 2 Section 1c(i).
 - v. Ideas may be withdrawn prior to the DOG making a decision, as well as afterwards unless the idea is delegated to an officer.
 - vi. In the event that the idea is taken to Union Assembly, it shall follow the process outlined in Chapter 4 Section 2.
2. Union Assembly
- a. Where the DOG has determined an idea should be taken to Union Assembly, members of Union Assembly shall be responsible for voting for the idea as written and, if not accepted, voting to bring the idea to a Union General Meeting (UGM).
 - b. Union Assembly shall have the power to accept an idea as written, if 75% of votes or more are in favour. In this circumstance, the idea will become official policy and responsibility for implementing the policy will be delegated to a Sabbatical Officer.
 - c. If less than 75% of votes are in favour, Union Assembly shall vote to forward the idea to the next UGM. This vote shall only take place after a vote to pass the idea as written. Should less than $\frac{1}{3}$ of Union Assembly vote for this decision, the idea shall be rejected as laid out in Chapter 4 Section 4.
 - d. Should $\frac{1}{3}$ or more of Union Assembly vote in favour of forwarding the policy to a UGM, this shall pass and the policy will follow procedures laid out in Chapter 4 Section 3.
 - e. Where the DOG has determined that an idea should be discussed by a member forum, Union Assembly shall vote on the ratification of that ruling by a simple majority.
3. Union General Meetings

- a. Where Union Assembly has determined an idea should be taken to a UGM, members shall be responsible for voting on the idea.
 - b. UGMs shall be able to amend a submitted idea, either with the consent of the proposer or by a majority vote.
 - c. Voting on an idea shall lead to one of the following outcomes:
 - i. Should $\frac{1}{3}$ or less of the UGM vote in favour of the idea, it shall be rejected as laid out in Chapter 4 Section 4.
 - ii. Should between $\frac{1}{3}$ and $\frac{2}{3}$ of the UGM vote in favour of the idea, it shall be put to an online vote as laid out in Chapter 4 Section 5.
 - iii. Should $\frac{2}{3}$ or more of the UGM vote in favour of the idea, it shall become official policy and responsibility for implementing the policy will be delegated to a Sabbatical Officer.
4. Rejected Ideas
- a. Ideas may be rejected by the DOG, a meeting of Union Assembly, or a UGM.
 - b. The DOG may only reject ideas if they are unconstitutional, inappropriate or in breach of the staff protocol.
 - c. Though ideas may be rejected, they may be resubmitted as long as they have been changed in some way to avoid constant resubmission of an idea.
 - d. The Student Voice Department will be responsible for advising students on how to make an idea suitable to avoid rejection, and must provide reasoning to a student if the DOG decide to reject an idea.
 - i. Reasoning is not required if an idea is rejected by either Union Assembly or a UGM.
5. Online Vote
- a. Online voting shall be used where between $\frac{1}{3}$ and $\frac{2}{3}$ of a UGM is in favour of passing an idea.
 - b. It shall be the responsibility of the Student Voice Department to set up online voting for these ideas, and to administer a fair and accessible system for all members.
 - c. Ideas shall be presented in full with options to vote for, against, and abstain on the idea. Should any amendments be passed in the UGM prior to the online vote these shall be included.
 - d. Quoracy of the online vote shall be 1% of Keele SU members.

- e. Should a vote not be quorate, the result shall default to the decision of the Union General Meeting by a simple majority.
- f. Voting shall take place over a period of 7 days.

Chapter 5 - Officers

1. General Provisions

- a. All Elected Officers of Keele SU shall be elected according to the Election Bye-Laws. They shall thereafter abide by the Constitution and Bye-Laws.
- b. The term of office for all Elected Officers shall be 1st July to 30th June.
- c. All Elected Officers shall have specific duties and responsibilities. The word 'responsibility' in this context shall mean that the officer must ensure that a given task is being carried out, not that the officer must necessarily perform the task themselves.
- d. All Elected Officers shall be expected to attend all UGMs and Union Assembly meetings. Apologies should be sent to the Student Voice Department in the case of foreseen absence.
- e. All Elected Officers shall ensure that policies assigned to them by the membership are completed and within the stated time frame.

2. Sabbatical Officers

- a. The Full-Time Officer team of Keele SU shall comprise of four officers with the following titles:
 - i. The Development and Democracy Officer
 - ii. The Education Officer
 - iii. The Wellbeing Officer
 - iv. The Experience and Community Officer
- b. All Full-Time Officers shall be Officer Trustees of Keele SU.
- c. All Trustees shall delegate responsibility for the day-to-day running of Keele SU to the Chief Executive Officer of Keele SU.
- d. All Full-Time Officers shall provide reports to UGMs, reporting on their progress of mandated action points from the last meeting.
- e. All Full-Time Officers shall have the responsibility to challenge and support the university in the interests of their members.
- f. All Full-Time Officers shall be expected to actively champion environmental sustainability within their work and the actions of the Students' Union.
- g. All Full-Time Officers shall be expected to suspend full-time study whilst holding the sabbatical post.

- h. All Full-Time Officers shall work to ensure widespread understanding of the Union's activities, developments and achievements, among students, the University and the wider public.
- i. The Development and Democracy Officer shall have the following responsibilities:
 - i. To advocate for the membership within Keele SU, across Keele University, and on local, national, and international platforms.
 - ii. The Development and Democracy Officer will gather the student voice in order to develop the students' union as an organisation in partnership with the senior leadership of the Students' Union, the Student Voice Team and the other elected officers.
 - iii. The Development and Democracy Officer will be responsible for the development of democracy and membership engagement within Keele SU. They will help oversee Union Assembly and, alongside the Wellbeing and Experience and Community Officers, the implementation of Networks.
 - iv. The Development and Democracy Officer will be responsible for advocacy outside of the Students Union and University shall include engagement with external democratic events, such as encouraging students to vote in local or national elections and engaging with national bodies and organisations.
 - v. The Development and Democracy Officer will actively engage with Keele University, the CEO, and, where appropriate the Keele Postgraduate Association (KPA) to ensure that the statutes, ordinances and regulations, and any other student governance mechanisms of Keele University, work to the greatest benefit of the membership.
 - vi. The Development and Democracy Officer shall work with the Leadership team to ensure that strategic aims are implemented effectively within Keele SU, aligning Keele SU operations with the strategic direction set out by the membership.
 - vii. The Development and Democracy Officer shall run and support campaigns on issues which will benefit the membership or causes important to the membership, as they deem appropriate, or as requested by the membership. Alongside this, the Development and Democracy Officer should promote participation in student campaigning and activism, amongst other themes.

- viii. The Development and Democracy Officer will be responsible for facilitating the sustainable development of the Students' Union and the University and to keep both institutions accountable to their actions and sustainability plans. This officer will uphold these responsibilities through the attendance of relevant meetings and lobbying both institutions on economic, social, and environmental sustainability.
- ix. The Development and Democracy Officer will take lead on being the student representative for campus operational issues.
- x. The Development and Democracy Officer shall sit on appropriate university committees and working groups, providing written or verbal reports where appropriate. Where the Development and Democracy Officer is the only Keele SU student representative on the committee, they may send a nominee if they are unable to attend. Committees shall include but are not limited to:
 - 1. Senate
 - 2. University Council
- xi. The Development and Democracy Officer shall sit on appropriate Keele SU Committees, providing written or verbal reports where appropriate. Committees shall include but are not limited to:
 - 1. Trustee Board
 - 2. Union Assembly
- xii. The Development and Democracy Officer shall be elected via a cross-campus ballot, in accordance with these byelaws.
- j. The Education Officer shall have the following responsibilities:
 - i. In the first instance, the Education Officer shall be responsible for safeguarding the academic interests and student voice of the membership at all levels of study including: foundation, undergraduate and postgraduate levels, as well as those on apprenticeship and partnership provisions.
 - ii. The Education Officer shall work to ensure that the University provides suitable academic provisions for all students, including those from widening participation and other backgrounds that may make them less likely to feel part of the Keele community.

- iii. The Education Officer shall monitor academic issues and develop their own policies accordingly, in consultation with the membership where appropriate and possible.
- iv. To work to ensure that appropriate support is in place to support all students to be fully integrated into the academic community and its practices.
- v. The Education Officer will actively engage with Keele University, and, where appropriate, the Keele Postgraduate Association (KPA), to ensure that the statutes, ordinances and regulations, and any other student governance mechanisms of Keele University, are in the greatest academic interest of the membership.
- vi. In partnership with the Wellbeing Officer, the Education Officer shall have a relationship of confidential privilege with ASK, enabling them to assist in the representative needs of individual student cases.
- vii. The Education Officer, in partnership with ASK and the Wellbeing Officer, shall be responsible for keeping the membership updated on all changes to regulations, or other such changes, which might affect their studies.
- viii. The Education Officer shall run and support campaigns which raise awareness of or promote academic issues and the academic needs of the membership, as they deem appropriate or as requested by the membership.
- ix. The Education officer shall oversee the implementation of Student Voice Representatives (SVRs). They will ensure that the programme is supported and developed by Keele SU, Keele University, and where appropriate, the KPA.
- x. The Education Officer shall ensure that all SVRs are provided with support and training opportunities.
- xi. The Education Officer shall sit on appropriate university committees and working groups, providing written or verbal reports where appropriate. Where the Education Officer is the only Keele SU student representative on the committee, they may send a nominee if they are unable to attend. Committees shall include but are not limited to:
 1. Senate
 2. Education Committee and Subcommittees

- xii. The Education Officer shall sit on appropriate Keele SU Committees, providing written or verbal reports where appropriate. Committees shall include but are not limited to:
 - 1. Trustee Board
 - 2. Union Assembly
- xiii. The Education Officer shall be elected via a cross-campus ballot, in accordance with these byelaws.
- k. The Wellbeing Officer shall have the following responsibilities:
 - i. The Wellbeing Officer works to ensure support and wellbeing services deliver a welcoming, inclusive, and equitable environment for all students. The Wellbeing Officer will monitor and evaluate existing support services and lobby for the continual improvement of support and wellbeing services for students at a university, local and national level.
 - ii. The Wellbeing Officer will work to tackle structural discrimination faced by students from a liberation background (BAME, Women, Disabled and LGBTQ+ students) and that support services are adequately prepared to accommodate the full diversity of the whole student community in terms of culture, nationality, level and mode of study,
 - iii. This Officer will work closely with Union and University support services (such as Student Services, ASK, Campus safety team etc.) to ensure the wellbeing and safety of students at Keele are at the centre of service planning and delivery and that straightforward information about key areas of student life are accessible to all students.
 - iv. The Wellbeing officer, in partnership with ASK, shall work to ensure principles of Equality and Diversity are applied throughout Keele SU and the wider university community.
 - v. The Wellbeing Officer will be the primary student representative in university Equality and Diversity committees, projects, and campaigns such as Access and Participation, the Race Equality Charter and Athena Swan.
 - vi. The Wellbeing officer is responsible for running campaigns relevant to student wellbeing and safety. This will include, but will not be limited to, mental health

- and wellbeing campaigns, consent and sexual violence campaigns and liberation campaigns.
- vii. The Wellbeing Officer will work closely with student networks, especially the networks relating to liberation students (BAME, Women, LGBTQ+ and Disabled students)
 - viii. The Wellbeing Officer will be the lead student representative for issues such as, but not limited to: health services on campus, counselling, cost of living, equality and diversity and safety on campus. Working with other officers they should assist on topics such as: nontraditional student groups, housing and academic support provisions as examples.
 - ix. In partnership with the Education Officer, the Wellbeing Officer shall have a relationship of confidential privilege with ASK, enabling them to assist in the representative needs of individual student cases.
 - x. The Wellbeing Officer shall sit on appropriate university committees and working groups, providing written or verbal reports where appropriate. Where the Education Officer is the only Keele SU student representative on the committee, they may send a nominee if they are unable to attend. Committees shall include but are not limited to:
 - 1. Senate
 - 2. Healthy University Group
 - xi. The Wellbeing Officer shall sit on appropriate Keele SU Committees, providing written or verbal reports where appropriate. Committees shall include but are not limited to:
 - 1. Trustee Board
 - 2. Union Assembly
 - xii. The Wellbeing Officer shall be elected via a cross-campus ballot, in accordance with these byelaws.
- I. The Experience and Community Officer shall have the following responsibilities:
- i. To ensure students are given ample opportunity to broaden their student experience beyond the formal curriculum through engagement in a range of high-quality student led opportunities.

- ii. The Experience and Community Officer shall work to ensure that students have a sense of belonging at Keele. They should advocate on behalf of students less likely to feel part of the Keele community. These students include, but are not limited to, international students, student parents and carers, local and commuter students and mature students.
- iii. The Experience and Community Officer shall work to ensure that students have many opportunities to develop transferable skills that will prepare them for life after university. The Experience and Community Officer will work to ensure that careers and professional experience opportunities at different levels and modes of study are available, wherever possible and promoting parity of experience.
- iv. The promotion and strategic oversight of Keele Student Unions' Clubs and Societies advocating for the engagement and membership in these groups. Provisions should be set in place to ensure that societies are supported, funded, inclusive, and that groups operate within relevant policies and procedures.
- v. The Experience and Community Officer shall ensure that all students are afforded equal opportunities to participate in both competitive and non-competitive sporting activities, and actively encourage participation in sport to the membership. They shall work to ensure that the sporting and recreational provisions are fit for purpose and use by the membership.
- vi. The Experience and Community Officer shall also be responsible for developing and maintaining a positive community presence of the membership of Keele SU, in the immediate campus community and the wider local, national and international communities.
- vii. The Experience and Community Officer will work closely with student networks, especially the networks relating to students who are less likely to engage beyond the curriculum (International, Mature, Parent and Carer and Local and Commuter Students)
- viii. The Experience and Community Officer shall chair Society Executive and Athletic Union Council meetings.
- ix. In partnership with the Wellbeing Officer and Development and Democracy Officer, the Experience and Community Officer shall monitor issues which fit

within the portfolios of community and inclusion. These issues shall include, but are not limited to: inclusion, engagement and out-of- term time provisions.

- x. The Experience and Community Officer, in partnership with the Volunteering Department, will work to ensure that the membership are afforded inclusive opportunities to contribute to the local, national and international communities.
- xi. The Experience and Community Officer shall sit on appropriate university committees and working groups, providing written or verbal reports where appropriate. Where the Experience and Community Officer is the only Keele SU student representative on the committee, they may send a nominee if they are unable to attend. Committees shall include, but are not limited to:
 - 1. Senate
 - 2. Keele Communities Together
- xii. The Experience and Community Officer shall sit on appropriate Keele SU Committees, providing written or verbal reports where appropriate. Committees shall include, but are not limited to:
 - 1. Trustee Board
 - 2. Union Assembly
- xiii. The Experience and Community Officer shall be elected via a cross-campus ballot, in accordance with these bye-laws.

3. Union Delegates

- a. All Union Delegates, with the exception of Societies' Executive and Athletic Union Committee, shall be members of Union Council.
- b. All Union Delegates, with the exception of Chair of Union Council, Society Executive and Athletic Union Executive Committee, shall have full voting rights at Union Assembly.
- c. All Union Delegates shall be required to attend training.
- d. Black, Asian, and Minority Ethnic Students' Delegate
 - i. The BAME Students' Delegate shall provide a voice for, and representation of those defining as BAME at Keele SU.
 - ii. The BAME Students' Delegate shall be a voting member of Union Assembly.
 - iii. There shall be a minimum of two positions for this role.
 - iv. Only members who define as Black, Asian, or Minority Ethnic may stand for this position.

- v. The BAME Students' Delegate shall be elected via a ballot of all students who define as Black, Asian, or Minority Ethnic and in accordance with these bye-laws.
- e. Black, Asian, and Minority Ethnic Women's Delegate
 - i. The BAME Women's Delegate shall provide a voice for, and representation of those defining as BAME women at Keele SU.
 - ii. The BAME Women's Delegate shall be a voting member of Union Assembly.
 - iii. Only members who define as Black, Asian, or Minority Ethnic women may stand for this position.
 - iv. The BAME Students' Delegate shall be elected via a ballot of all students who define as Black, Asian, or Minority Ethnic women and in accordance with these bye-laws.
- f. Disabled Students' Delegate
 - i. The Disabled Students' Delegate shall provide a voice for, and representation of those defining as Disabled at Keele SU.
 - ii. The Disabled Students' Delegate shall be a voting member of Union Assembly.
 - iii. Only members who define as Disabled may stand for this position.
 - iv. The Disabled Students' Delegate shall be elected via a ballot of all students who define as Disabled and in accordance with these bye-laws.
- g. Women's Delegates
 - i. The Women's Delegates shall provide a voice for, and representation of those defining as women at Keele SU.
 - ii. The Women's Delegates shall be a voting member of Union Assembly.
 - iii. There shall be a minimum of two roles for this position
 - iv. Only members who define as women may stand for this position.
 - v. The Women's Delegate shall be elected via a ballot of all students who define as Disabled and in accordance with these bye-laws.
- h. International Students' Delegate
 - i. The International Students' Delegate shall provide a voice for, and representation of international students at Keele SU.
 - ii. The International Students' Delegate shall be a voting member of Union Assembly.

- iii. Only members who are international students may stand for this position.
- iv. The International Students' Delegate shall be elected via a ballot of all international students and in accordance with these bye-laws.
- i. LGBTQ+ Students' Delegates
 - i. The LGBTQ+ Students' Delegates shall provide a voice for, and representation of those defining as LGBTQ+ at Keele SU.
 - ii. The LGBTQ+ Students' Delegates shall be a voting member of Union Assembly.
 - iii. Only members who define as LGBTQ+ may stand for this position.
 - iv. The LGBTQ+ Delegate shall be elected via a ballot of all students who define as LGBTQ+ and in accordance with these bye-laws.
 - v. There shall be a minimum of two roles for this position.
 - vi. The LGBTQ+ Students' Delegate shall be a voting and reporting member of Union Assembly.
- j. Mature Students' Delegate
 - i. The Mature Students' Delegate shall provide a voice for, and representation of those defining as BAME at Keele SU.
 - ii. The Mature Students' Delegate shall be a voting member of Union Assembly.
 - iii. Only members who are considered mature by the university may stand for this position.
 - iv. The Mature Students' Delegate shall be elected via a ballot of all students who are considered mature students and in accordance with these bye-laws.
- k. Commuter Students' Delegate
 - i. The Commuter Students' Delegate shall provide a voice for, and representation of those students that commute to university from a full-time home address.
 - ii. The Commuter Students' Delegate shall be a voting member of Union Assembly.
 - iii. Only members who are defined as commuter students according to (i) above may stand for this position.
 - iv. The Commuter Students' Delegate shall be elected via a ballot of all students who are defined as commuter students according to (i) above and in accordance with these bye-laws.
- l. Parent and Carer Students' Delegate

- i. The BAME Students' Delegate shall provide a voice for, and representation of those students with caring responsibilities at Keele SU.
 - ii. The Parent and Carer Students' Delegate shall be a voting member of Union Assembly.
 - iii. Only members who define as Parents or Carers may stand for this position.
 - iv. The Parent and Carer Students' Delegate shall be elected via a ballot of all students who define as Parents or Carers and in accordance with these bye-laws.
- m. Local Students' Delegate
- i. The Local Students' Delegate shall provide a voice for, and representation of those students who resided in the local area prior to beginning their studies.
 - ii. The Local Students' Delegate shall be a voting member of Union Assembly.
 - iii. Only members who are defined as local in accordance with (i) above may stand for this position.
 - iv. The Local Students' Delegate shall be elected via a ballot of all students who are defined as local in accordance with (i) above and in accordance with these bye-laws.
- n. Postgraduate Students' Delegate
- i. The Postgraduate Students' Delegate shall provide a voice for, and representation of postgraduate members of Keele SU.
 - ii. The Postgraduate Students' Delegate shall be a voting member of Union Assembly.
 - iii. Only members who are on postgraduate courses may stand for this position.
 - iv. The Postgraduate Students' Delegate shall be elected via a ballot of all postgraduate students and in accordance with these bye-laws.
- o. Non-Portfolio Delegate
- i. The Non-Portfolio Delegate shall provide a voice for, and representation of all members at Keele SU, without regard for a particular demographic of students.
 - ii. The Non-Portfolio Delegate shall be a voting member of Union Assembly.
 - iii. Any member of Keele SU may stand for this position.
 - iv. The Non-Portfolio Delegate shall be elected via a ballot of all students and in accordance with these bye-laws.

p. Societies' Executive Members

- i. Societies' Executive members shall be a member of the Union Council sub-committee: Societies' Executive
- ii. As a sub-committee, Societies' Executive members shall not be expected to attend nor report to Union Council.
- iii. Societies' Executive shall be supported, facilitated and administered by the Activities Department.
- iv. There shall be seven positions on Societies' Executive.
- v. Only members who are members of a Keele SU affiliated society may stand for this position.
- vi. Societies' Executive's responsibilities shall include but not be limited to:
 1. Reviewing new society applications, deciding on the allocation of funds to societies, dissolving inactive societies, and holding the Experience and Community Officer to account.
- vii. Societies' Executive Members shall be elected via a ballot of all students who are members of a Keele SU affiliated society and in accordance with these by-laws.

q. Athletic Union (AU) Executive Members

- i. AU Executive members shall be a member of the Union Council sub-committee: AU Executive
- ii. As a sub-committee, AU Executive members shall not be expected to attend nor report to Union Council.
- iii. There shall be four positions on AU Executive in addition to Experience and Community officer.
- iv. Only members who are members of an AU affiliated club may stand for this position.
- v. AU Executive members will be expected to carry out their duties as laid out in Chapter 8 Section 4.
- vi. AU Executive members shall be elected via a ballot of all students who are members of the AU and in accordance with these by-laws.

Chapter 6 - Clubs and Societies

1. Objective

- a. The Union will facilitate student groups, including Societies and Sports Clubs, and will ensure that all activities operate under the principle of student direction and leadership.

2. Membership

a. Student Membership

- i. To become a Student Member of a club or society, the individual must meet the following eligibility criteria:
 1. Must be currently registered on a Keele University course.
 2. Must be a full member of Keele SU.
- ii. To be a member of any Athletic Union (AU) the individual must also:
 1. Pay an annual membership fee to the AU
 2. Be allowed to participate in student activities by Keele SU and relevant National Governing Bodies.
- iii. Student members are able, but not limited to:
 1. Vote for internal Society Executive/AU Committee positions in the SU elections.
 2. Vote and stand for positions within any clubs/societies in which they are paying members.

b. Associate Membership

- i. Members of University and Union staff (i.e. on the University or Union payroll) or persons closely connected to the University or affiliated club may become members of a club or society.
- ii. It is at the discretion of individual student group committees to award associate memberships but must obtain permission by the Activities Department, in writing.
- iii. Associate members will be required to pay an annual membership fee to join any clubs or societies.
- iv. Associate members shall NOT be accorded the following privileges:
 1. To hold any club/society committee positions.
 2. To vote in any SU, society or club elections.
 3. The right to play in national student competitions (including BUCS),

excluding sabbatical officers at the discretion of Keele SU.

c. Expectations of Club/Society Members

- i. All members whether student, associate or honorary life members will be subject to the SU Code of Conduct, National Governing Body's Rules and Regulations, the University statutes, ordinances and regulations or League Regulators, e.g. BUCS.
- ii. All members shall be expected to promote and uphold the good name of the SU.
- iii. Clubs and Societies are not permitted to exclude or sanction any member of a club or society. All investigations and subsequent disciplinary action will be undertaken by Keele SU. The arrangements for removal of a committee member should be laid out in a club or society constitution.
- iv. Committees shall strive to ensure that all committee members engage with the training provided by Keele SU.
- v. Committees shall provide risk assessments for all club and society activity and share these with the Students' Union at a date determined by the Activities Department.
- vi. If 3 consecutive Club or Society Committee Meetings pass without any contact from a certain committee member, the current committee has the right to report the absence to the Keele SU Activities Department who will give the student committee member 2 weeks' notice. If Activities receive no reply within the 2 weeks from the absent committee member Keele SU will deem that they have resigned.

d. Club/Society Membership Fees

- i. All individuals wishing to participate in a club/society must purchase Club/Society Membership on an annual basis, even if the membership is free.
- ii. Any individual who has not purchased membership will not be allowed to hold a committee role, vote in committee elections and participate in student group events.
- iii. Any changes to the membership fee of a student group needs the approval from the Keele SU Activities team.
- iv. Club/Society Membership Fees shall be paid into the respective Club/Society

account held by the SU.

v. Membership fees shall not ordinarily be refundable.

e. AU Membership Fee

i. Fees for the forthcoming year shall be subject to review by the AU Executive. AU Council will be informed of any changes at the last AU Council Meeting of the academic year.

ii. An annual fee shall be paid by Student and Associate members on a date decided by AU Executive.

iii. Members will only pay one AU membership fee, no matter how many Clubs they are affiliated to.

iv. AU fees shall be paid to the AU account via Keele SU.

v. Membership fees shall not ordinarily be refundable.

3. Finances/Affiliates

a. Finance

i. All Club and Society finances shall be handled by Keele SU Finance Department in accordance with Keele SU financial procedures.

ii. A club/society may not hold cheque or other accounts outside Keele SU.

iii. Keele SU shall provide a guide to clubs/societies on finances that shall be reviewed each year.

iv. The clubs/societies shall be subject to an external audit each year as standard practice at Keele SU.

v. Keele SU will offer grants to clubs/societies at their discretion, all groups will be notified of when and how they can access grants at the start of each academic year.

b. Affiliation/Sponsors

i. Clubs/Societies wishing to affiliate/gain sponsorship to outside organisations may do so only in accordance with Keele SU policy, and must seek the prior approval of the Chair of the Trustee Board.

4. Society/Club Constitutions

a. Societies/Clubs will adopt the existing standardised constitution unless an alternative is voted for by the society/club at a general meeting and this alternative does not contravene the SU governing documents.

- b. Societies/Clubs should hold annual constitutional review meetings to ensure that their constitutions remain up to date, relevant and adhered to which shall be part of committee handover.
 - c. Society/Club Constitutions which contravene the Bye-Laws, or any provision of the Constitution shall be disappplied to the extent of the contravention.
 - d. Society/Club Constitution must list the officers comprising the society's/club's committee. A society/club committee shall, as a minimum, comprise of an elected Chair/President/Club Captain, Secretary and Treasurer (the titles being alterable if so desired). Other roles may be defined at the society's discretion," to "Society/Club Constitution must list the officers comprising the society's/club's committee. A society/club committee shall, as a minimum, comprise of an elected Chair/President/Club Captain, Treasurer, and another role of their choice (the titles being alterable if so desired). Other roles may be defined at the society's discretion.
 - e. All club/society constitutions must be ratified by Keele SU. Clubs/Societies must update the SU and their members with a new copy of the constitution should any changes be made.
5. Elections
- a. Committee elections are the responsibility of the Keele SU Activities Department and Deputy Returning Officer.
 - b. Elections for all student group committee roles will be held annually in semester two. These must take place online.
 - c. By-Elections can be held by groups in the event of absent roles; you must apply to the Activities team in advance of this taking place. These must take place online via the Keele SU website.
 - d. Interim Committee Members can also be used in the event of an absent role, under the following rules:
 - i. Interim committee members must be full members of their respective societies.
 - ii. Interim committee members can only be appointed after a majority vote by current elected committee members (unless under exceptional circumstances e.g. no active committee members or only a single

member of committee).

- iii. The names of the appointed interim committee members must be sent to the Activities department and the Activities Community Officer for approval.
- iv. Interim committee members can only remain in their position for at most five weeks.
- v. Within those five weeks of triggering the interim committee member function, an open election must be held for all unoccupied positions within that society committee.
- vi. The interim committee member function can only be triggered once every two months and the same people cannot be interim committee members again for another academic year.
- vii. Interim committee members are however able to run in the elections for the roles they filled on the interim basis.
- viii. Interim committee members are permitted to attend societies conference and other such events.

6. Elected Representation

a. AU Executive

- i. The membership of the AU Executive will be (see Chapter 6 for more details):
 - 1. Experience and Community Officer
 - a. The Experience and Community Officer shall also serve as AU President
 - 2. 4 open portfolio AU Executive roles
- ii. The Experience and Community Officer shall carry out their roles and responsibilities as laid out in Chapter 5.

b. Societies Executive

- i. The membership of Societies Executive will consist of seven Society Executive Officers (see Chapter 5 For More Details).
- ii. Relevant SU staff will work closely alongside the Societies Executive in a consultation and support capacity
- iii. Role descriptions for these positions can be found on the SU website

- iv. The Societies Executive shall be accountable to the membership of relevant societies.
 - v. Elections for all roles outlined above will be held through Keele SU and follow its regulations as set out in Chapter 12
 - vi. The Experience and Community Officer shall carry out their roles and responsibilities as laid out in Chapter 5
- c. Responsibilities
- i. All AU Executive/Societies Executive members will attend the following relevant meetings:
 - 1. AU Executive/Society Executive meetings
 - 2. AU Council Meetings/Society Forum (or equivalent meetings)
 - 3. Attend all other meetings elected individuals are invited to.
 - ii. All AU Executive/Societies Executive members will support elected full-time officers and the Activities Department in approving new society/club applications, grant applications, supporting events, and distributing awards.
 - iii. Any member of AU Committee/Societies Executive shall have the right to resign at any time by giving notice in writing to an elected officer or the Student Voice department.
7. Competitive Sport (AU Specific)
- a. British University and Colleges Sport (BUCS) Competitions
 - i. The AU shall be affiliated with BUCS each academic year and in doing so provide competitive opportunities. This affiliation will be ratified at the Keele SU AGM.
 - ii. The constituent clubs and all members of the AU shall adhere to BUCS rules and regulations at all times whilst also ensuring the positive representation of Keele University.
 - iii. All correspondences with BUCS will be handled by the Keele SU Staff, the Experience and Community Officer or their nominees.
 - iv. The AU will endeavor to fund all transport to BUCS fixtures attended by constituent clubs and members of the AU.
 - v. It will be up to the discretion of the AU to cover any accommodation

costs for BUCS events.

- vi. All individuals competing in BUCS competitions need to have paid the appropriate AU membership.

b. BUCS - Individual Sport

- i. Any club/society wishing to submit individual members for BUCS individual competitions or any individual wishing to compete in BUCS individual tournaments must directly contact the Student Activities Coordinator (Athletic Union), the Experience and Community Officer or their nominees.
- ii. Should an individual be entered into a competition and later decides to withdraw, or cannot attend the competition, the entry cost and any fines will be charged to their respective club/society account.
- iii. Should that individual not belong to a club/society, the charge will be made to the individual.

c. BUCS - Team Sport

- i. It is the expectation of the AU that all teams entered into BUCS competitions will compete in each fixture of the season.
- ii. Should a captain not be able to field a team they will notify the Student Activities Coordinator (Athletic Union) immediately so that appropriate measures can be taken.
- iii. All reorganising of fixtures will be the responsibility of the Student Activities Coordinator (Athletic Union), the Experience and Community Officer or their nominees.
- iv. Following the procedures of the Keele SU Code of Conduct, Keele SU staff have the right to remove a team from BUCS when deemed appropriate.
- v. Should a club have to withdraw from a competition/league, any fines or penalties will be charged to the club account.

d. Non-BUCS Sport

- i. The AU will endeavor to provide and support opportunities for members to take part in sports not provided by BUCS.
- ii. The Experience and Community Officer or their nominees will decide to fund for transport to non-BUCS events on a case by case basis.

- iii. Any individual or club wishing to participate in competitions not provided by BUCS must contact the Student Activities Coordinator (Athletic Union), the Experience and Community Officer or their nominees.

8. Dissolution of Societies/Clubs

- a. A Keele SU society/club may be dissolved by a vote of the general membership of that society/club.
- b. A Keele SU society/club may be dissolved by agreement of the society's Executive/AU Executive and the Experience and Community Officer, only where the Officer believes that it is the will of the society/club membership that the society/club be dissolved.
- c. A Keele SU society/club may be dissolved by Union Executive, only when the Union Executive believes that the society is in continuous breach of the SU's governing documents, or when it holds that the society is in breach of charity law or financial regulations.
- d. A Keele SU society/club may be dissolved if they do not have enough individuals to fulfil the committee requirements set out in Chapter 7 Part 4 Section C
- e. Should a society/club be closed down, for whatever reason, then all its assets shall be held in trust by Keele SU for one semester, after which it will be amalgamated into a grant pot.

9. Keele SU societies wishing to affiliate to outside organisations

- a. Societies wishing to disaffiliate from Keele SU must express this wish by resolution of an open meeting of the society:
 - i. which all society members may attend
 - ii. at which all society members may vote
 - iii. at which the Experience and Community Officer or their nominee is present.
 - iv. Disaffiliated societies shall be treated as if they were dissolved under Section J. All assets and funds held by Keele SU shall be held in trust by Keele SU. Subject to charity law, title to all such assets shall remain with Keele SU upon disaffiliation.

10. Club and Society Democratic Procedures

- a. Club and Society All Member Meetings (Emergency and Annual General Meetings

(EGM and AGM))

- i. An Annual General Meeting (AGM) must be held at least once per academic year
 - ii. Quorum is 20% of full student members of the club or society. Non-members, such as associates are only allowed to attend the AGM/ EGM at the discretion of the committee and are not allowed to vote or speak for or against a motion. Meetings are assumed to be quorate unless raised.
 - iii. All decisions made by an AGM/ EGM must have a simple majority from present members unless it is a vote to remove a committee member.
 - iv. An AGM/ EGM will be chaired by the club or society president or their nominee unless the EGM has been convened to consider a Vote to remove a committee member.
 - v. The expected conduct of debate for an AGM/ EGM is set out in Chapter 2.8 of the Keele SU Bye Laws
 - vi. An Emergency General Meeting (EGM) can be called by majority of the club/society committee or 10% of its members.
 - vii. The committee should hold an AGM/ EGM at a time that enables the largest possible number of members to fully participate and give at least 7 days' notice to their members.
- b. Committee Member Vote to remove a committee member
- i. A vote to remove a committee member should only be called for reasons relating to the roles and responsibilities of the position in question detailed in the club/society constitution.
 - ii. Before calling a vote to remove a committee member, a club/society must have contacted the Activities Department to engage with attempted resolutions such as mediation and committee action plans. Failure to engage with the Students' Union before holding a vote to remove a committee member will result in the vote being nullified.
 - iii. If a Vote to remove a committee member is then called by a club or society, all members (including the committee), the Experience & Community Officer, and the Keele SU Activities Department must be informed within 1 week, alongside reasons for the Vote to remove a committee member.

- iv. A Vote to remove a committee member can be called by a majority of a club/society committee or 10% of its members.
- v. A motion of no confidence should be made available to members of the club/ society at least one week prior to the vote to remove a committee member. This motion should detail the reasons a vote to remove a committee member has been called and must first be approved by the Experience and Community Officer.
- vi. Motions of removal which are in breach of the Keele SU Member Code of Conduct, Club and Society Agreement or University Regulations shall not be allowed. The club/society committee in collaboration with Students' Union will meet and announce an Emergency General Meeting date, following the same procedure detailed in 6.10. A.
- vii. Representatives from the Activities Department and/or Elected Officers must be invited to the meeting where the vote to remove a committee member is taking place and will facilitate as a neutral party to ensure the fairness and validity of the vote.
- viii. EGMs called to consider a vote to remove a committee member will be chaired by the Experience and Community Officer. If inappropriate to, or in the absence of these officers, the position of chair should be held by an elected officer of Keele SU.
- ix. Voting will take place via a secret ballot at the EGM.
- x. The vote will be counted by the Activities Department and the result declared within 24 hours of the meeting. The proposer of the motion or their nominee may observe the count along with the committee member subject to a vote to remove a committee member or their nominee.
- xi. If a vote of confidence falls, another vote to remove a committee member cannot be bought within the same academic year. If a vote to remove a committee member carries, the member cannot the same committee position for at least one academic year.

Chapter 7 - Referenda

1. General Provisions

- a. A referendum shall be a vote of the full membership of Keele SU
- b. A referendum question must contain, or refer to, a clearly discernible mandate which:
 - i. Changes Keele SU policy, or
 - ii. Directs a Keele SU officer or officers to act or to refrain from action, or
 - iii. Provides for an allocation or disposal of Keele SU resources or funds.
- c. Any referendum conducted in accordance with the Bye-Laws and constitution shall be considered binding. Any changes to policies or the Bye-Laws shall be implemented.
- d. The Returning Officer for a referendum shall be determined with reference to Chapter 10.
 - i. An electoral forum shall be appointed for the referendum in order to review the decisions of the Returning Officer as outlined in Chapter 10.
- e. A Referendum shall not have the power to appoint or elect any officer, representative or member of staff of the Students' Union.

2. Calling a Referendum

- a. A referendum may be called by means laid out in Clause 17 of the Constitution.

3. Referendum Questions

- a. The question for a referendum shall be proposed by the persons or body proposing the referendum.
- b. The referendum question must be ratified by the Returning Officer at least seven days in advance of polling, subject to the approval of Elections Forum.
- c. The Returning Officer may make alterations to a proposed referendum question on the basis of:
 - i. Making the question balanced and not tending towards one response
 - ii. Making the referendum question comply with the requirements of the constitution
- d. The Returning Officer should pay due regard to the views of two opposing sides of the referendum as to the question.
- e. A decision of the Returning Officer on the above basis may be overruled by the Elections Forum

4. Limitations

- a. The procedure of referendums shall be conducted in accordance with the Bye-Laws and clause 17 of the constitution.
5. Timing
- a. Referendums shall be held at times which are intended to enable the largest possible number of members to fully participate in all aspects of the electoral cycle.
 - b. Referendums shall be held at a time to the greatest benefit to the membership.
6. Referendum Campaigning
- a. The Trustees shall authorise expenditure for such members of Keele SU as wish to campaign for or against a referendum, provided that:
 - i. the rules for extra-budgetary expenditure are adhered to, and
 - ii. equal funding is made available to campaigns for and campaigns against.
 - b. Anyone who campaigns for or against a referendum question shall be deemed to be part of that Referendum Campaign Team and shall be bound by the elections regulations.
 - c. There may be no more than one official campaign team for each of the proposition and opposition positions presented on the ballot.
 - i. Each campaign shall be allocated an equal budget set at the discretion of the Deputy Returning Officer. This decision must be reviewed by Elections Forum.
 - ii. Spending during the referendum shall be governed by the same expenditure rules that govern elections.
 - iii. One person in each campaign team shall be designated treasurer. They are responsible for making sure that expenditure is compliant with expenditure rules and submitting all expenditure to the deputy returning officers.
 - d. A group of no fewer than three full members of the union can apply to be the leadership of the official 'yes' or 'no' campaign.
 - e. They shall indicate that as representatives of the campaign team all members shall comply with all regulations and must attend a campaign team briefing.
 - f. Part of that submission shall include an explanation of why they believe they are the right team to lead the official campaign.
 - g. Should the Deputy Returning Officer receive more than one letter of intent the Deputy Returning Officer shall determine the official campaign team. This decision must be reviewed by Elections Forum.

7. Results of the Referendum

- a. The Returning Officer shall publish the result of the referendum.

Chapter 8 - Policies and the Policy Document

1. Interpretation of Policies
 - a. In the event of policy being ambiguous, it will be the responsibility of Democracy Operations Group to interpret the policy.
 - b. In the case of one policy conflicting with another the policy passed most recently shall supersede the other.
2. Mandates of UGM and Union Assembly
 - a. The Policy Document shall include a section which shall contain the full text of all ideas passed. The record shall contain the date upon which policies were approved and a date of expiry.
 - b. Failed proposals shall not be recorded in the Document.
3. General Provisions
 - a. Maintenance of the Policy Document shall be the responsibility of the Student Voice Department.
4. Codes of Conduct
 - a. The document shall include a section containing codes of conduct drawn up by Keele SU committees or officers and authorised by UGM or Union Assembly.

Chapter 9 - Election Guidance and Regulations

1. Keele SU will arrange free and fair elections to elect all democratic positions within Keele SU. All elections shall be conducted by secret ballot, the procedure, arrangements and guidance set out in this chapter fully taking into consideration for accessibility of any such elections to all members, regardless of orientation, origin or disability.
2. Elections Bodies and Responsible Officers
 - a. Returning Officer
 - i. Keele SU shall appoint an impartial Returning Officer, on an annual basis, who shall not be a sabbatical officer or employee of the Union.
 - b. Duties of the Returning Officer
 - i. The Returning Officer shall be responsible for the observation of these regulations and shall have the power either to suspend the election or declare a nomination invalid should these regulations be contravened.
 - ii. The Returning Officer shall have the power to suspend or disqualify a candidate or group of candidates from an Election or declare an Election void.
 - iii. Keele SU will appoint a Deputy Returning Officer and other officials to ensure the good administration and promotion of the Election in agreement with the Board of Trustees. The Deputy Returning Officer and Election officials shall be instructed by the Returning Officer on their duties and shall perform these in an impartial manner. Any of the actions in this Chapter applicable to the Returning Officer may be carried out by the appointed Deputy Returning Officer. Wherever possible, the Deputy Returning Officer and Elections Officials should not be members of Keele SU.
 - iv. The ruling of the Returning Officer on the conduct of the campaign and execution of the Election and/or Referenda shall be final.
 - v. The Electoral Forum may review the decision of a Deputy Returning Officer and may (in exceptional circumstances) appeal their decision to the Returning Officer by a formal vote achieving a majority of all voting members of the Electoral Forum if the consequence of any decision of the Returning Officer is deemed to fall outside of the scope and authority of these regulations.
 1. Electoral Forum shall consist of 3 Union Council Members.

- vi. The Returning Officer shall publish any additional rules that are not provided for within these regulations in the candidate information pack which must be made available to candidates.

3. Election Timetable

- a. Elections shall be held at times which are intended to enable the largest possible number of members to fully participate in all aspects of the electoral cycle.
- b. Elections shall be held at a time to the greatest benefit to the membership.

4. Nominations

- a. An Election Information Pack must be available before nominations open. The pack shall contain a copy of the description of the role of each position available in the election, an election timetable, a copy of the election rules and regulations and information on the facilities and support the Union will make available to each candidate.
- b. Full members of the Union, as defined in the Keele SU constitution, can stand for Election and shall be considered for nomination providing a nomination is submitted on the Keele SU website before the close of nominations.
- c. Cohort voting will be permitted for a number of positions within Keele SU. The Returning Officer has responsibility for ensuring that the correct requirements are in place to ensure accurate and fair cohort voting.
- d. Candidates may not stand for more than one post in any single election cycle, with the singular exception that candidates may be simultaneously elected to Keele SU office and elected as a NUS Delegate.
- e. In all elections there will always be one further candidate, namely "Re-Open Nominations". Thus in the event of there being only one candidate for one of these posts, the election shall continue as normal with the candidate running against "Re-Open Nominations".
- f. In the event of no nominations being received for any position, the election for that position shall be postponed and rescheduled at the earliest convenience. Elections postponed in this way shall be conducted according to the by-election rules.

5. Voting

- a. Voting shall be by the Single Transferable Vote scheme (STV) as prescribed for in the Electoral Reform Society guidelines.
 - i. Exception to the guidelines is outlined in '14. Resignations'

- b. No elector shall vote more than once and no elector shall be allowed to vote in proxy for another Elector.

6. The Count

- a. The count shall be supervised by the Returning Officer.
- b. Subject to good order, the count shall be open to all members of Keele SU.
- c. Any candidate, independent observer, or Returning Officer may request a recount within twenty four hours of the close of the count.
- d. The Returning Officer shall retain all available count information for a period of three months from the last date of polling.
- e. In elections where more than one candidate can be elected, if at any stage of the count “re-open nominations” candidate gains the required number of votes to be elected, it shall be deemed to have been elected. No further candidates can be elected after this point.

7. Poll Review Meeting

- a. The Electoral Forum will meet after the close of poll but before the count.
- b. This meeting will consider any outstanding complaints and appeals under these regulations. If the Forum decides that any problem has affected the election then the following resolutions will be open to it:
 - i. Allow the count to begin unhindered.
 - ii. Disqualify one or more candidates for breach of the Election Bye-Laws. In this case the count shall proceed normally; all votes for disqualified candidates will be transferred to the electors next preferences according to the counting rules.
 - iii. In extreme circumstances, where the result of the poll could be adversely affected, declare the election invalid and reschedule it according to these regulations. In this case, the Forum must either:
 - 1. Restart the election from the opening of polls, with the exclusion of one or more disqualified candidates. Or;
 - 2. Restart the election from the opening of nominations, with one or more disqualified former candidates prohibited from nomination.

8. The Declaration

- a. Election results shall be declared by the Returning Officer or their nominees within a reasonable time after the count has been completed.

- b. Should “Re-Open Nominations” win, nominations shall be re-opened for election to be held as soon as possible at a time to be determined by the Returning Officer.

9. Appeal Meetings

- a. The Electoral Forum will meet upon receipt of an appeal against a decision of the Deputy Returning Officer at any time from the opening of nominations until the close of polling.
- b. If the decision of the Deputy Returning Officer is found to be in breach of the Bye-Laws then Electoral Forum shall make an appeal to the Returning Officer to review the ruling.

10. Extraordinary Meetings

- a. The Returning Officer may at any time summon the Electoral Forum for the purpose of Consultation.
- b. The Electoral Forum may call an extraordinary meeting at any time during an election from the open of nominations to the close of polls for the purpose of conducting business they consider too urgent to wait until the next scheduled meeting.

11. Election Discipline, Complaints and Appeals

- a. The Returning Officer has discretionary power to apply any reasonable penalty to candidates breaking these election regulations, except where regulations stipulate automatic disqualification.
- b. Any full member of Keele SU can complain in writing about the conduct of the election or the conduct of any of the candidates or their campaign team and should address these complaints to the Returning Officer.
- c. If a complainant or any other full member of Keele SU is dissatisfied with the Deputy Returning Officer’s actions or decisions:
 - i. in response to a complaint made under 11b;
 - ii. in the exercise of their powers as Deputy Returning Officer then the complainant shall have right of appeal to the Returning Officer.

12. By-elections

- a. By-elections shall be conducted under the election regulations insofar as they apply.
- b. In the event of a By-Election, the following timetable rules shall apply. The Returning Officer shall determine the actual dates.
 - i. Polling dates and hours must be published in advance of the opening of nominations.

- c. On receiving notice of the resignation or removal of an Elected Officer of Keele SU, the Returning Officer shall, within a reasonable period, declare a by-election for the post, pending approval from the Trustee board.

13. Statute of Limitations

- a. A 'Statute of Limitations' shall exist for 14 working days following the close of polls. Candidates shall be subject to punitive action from the Returning Officer and Elections Forum during this period.

14. Resignations

- a. Where a Full-Time Officer resigns following election, the Returning Officer shall, in accordance with 12c, be permitted to return to the original ballot and elect the candidate with the highest votes once the full-time officers votes who has resigned had been re-distributed, following the single transferable vote protocol.
 - i. This shall only be permitted for full-time officer elections and shall only be permitted once. This must be conducted before the designated start of office.
 - ii. If a candidate with the highest votes (following re-distribution) no longer wishes to hold the full-time officer position a by-election shall be held.
 - iii. If a candidate with the highest votes (following re-distribution) does not reach quota a by-election should be held.
- b. Where a part-time officer resigns, the Returning Officer shall not be permitted to return to the original ballot. A by-election will be held.

Chapter 10 - Elections Guidance - Candidate Regulations

1. Candidacy

- a. All candidates shall be required to produce a manifesto and will be expected to upload these by a deadline determined by the Returning Officer.

2. Campaigning

- a. Negative campaigning shall not be allowed.
- b. It is prohibited for any person to publicise a “Re-Open Nominations” campaign in order to stand should the nominations actually re-open. Such an action will lead to disqualification by the Returning Officer of that person from the following election.
- c. Candidates must observe the University Statutes, Ordinances and Regulations.
- d. The Returning Officer, in agreement with the trustees, shall determine the publicity budget for candidates in the election. The candidate’s budget will be provided by Keele SU and candidates are prohibited from spending any of their own, or donated money on their election campaign
- e. Candidates must not exceed their budget limits.
- f. A candidate will not be able to publicly campaign before the date determined by the Returning Officer.
- g. Keele SU will provide candidates with a ‘Campaign Shopping list’ which candidates can select items from (including the option of printed materials). These items will be provided by Keele SU and the sum of this shopping list will be deducted from a candidate’s budget.
- h. Candidates wishing to purchase additional materials, not provided by Keele SU, must provide receipts of all campaign expenditure before the close of poll.
- i. Publicity materials must not be obtained through special relationships with suppliers.
- j. Items freely and readily available to all candidates can be used without itemisation.
- k. Candidates may enlist assistants, or a campaign team, for campaigning purposes.
- l. Any person enlisted by a candidate to assist them in distributing publicity or canvassing shall be bound by these regulations as if they were the candidate themselves.

Candidates will be held entirely responsible for the action of any helper or assistant. It is the absolute responsibility of candidates to ensure that helpers are aware of, and abide by, election regulations.

- m. Candidates must not undertake campaign activity which others could not reasonably do.
- n. Candidates and their campaigners must not alter, move or remove the campaign material of any other candidate.
- o. Campaigners and candidates must allow voters to cast their ballot freely and must not communicate with voters in any way once they have begun to complete their ballot.

Chapter 11 - Membership

1. Membership
 - a. There shall be the following classes of membership:
 - i. Full Membership, as defined in Clauses 11-13 of the Constitution.
2. All members of Keele SU are expected to abide by the Constitution and Bye-Laws, and by such codes of conduct as are in operation.
 - a. Members shall have the right:
 - i. To speak and vote at General Meetings, and to speak at meetings of the Union Assembly.
 - ii. To propose motions in line with the SU policy process.
 - iii. To use all services and facilities of Keele SU, in accordance with the procedures of their use as laid down in the Constitution and Bye-Laws.

Chapter 12 - Staff Protocol

1. Discussion of Staffing Issues at a Member Meeting
 - a. No staffing issues may be discussed in UGM and Union Assembly. This ensures that legal requirements and obligations under Protection of Employment and associated legislation are not breached. Such matters may be discussed at Executive Committees under closed agenda; no minutes will be taken.
 - b. Discussions around the Keele SU finances or trading shall not be considered 'staffing issues'.
 - c. Conversations regarding staffing issues of student staff shall be exempt from this chapter's protocol so long as the Union Development and Democracy Officer and a representative from the Student Staff Forum approve.
 - d. Should attendees at an SU forum (other than the executive committee) attempt to discuss staffing matters, the Chair of the meeting should inform them of the staff protocol and no further discussion of the matter shall occur.

Chapter 13 - Complaints Procedures

1. Removal of an Elected Officer
 - a. An Elected Officer can be removed from office by a referendum or a two thirds majority vote of Union Assembly as laid out in Clause 29.2 of the constitution.
 - b. A motion to remove an elected officer by referendum may be called by means laid out in Clause 17 of the constitution. A motion to remove an elected officer via a vote at Union Assembly should be made to the Democratic Operations Group and must receive a petition of 1% or more of the membership in order to be heard.
 - c. A motion to remove an elected officer must receive a two thirds majority at Union Assembly in order to pass. Quoracy of a Union Assembly gathered to hear a motion to remove an elected officer is 75% of Union Assembly.
 - d. A procedural motion of 'no confidence in the chair' is not the same as a motion of removal as outlined in this chapter.
 - e. ,
 - f. Passage of a motion to remove an elected officer through Union Assembly or a referendum shall result in the immediate dismissal of that officer.
 - g. An officer facing a motion of removal of an elected officer must be given 7 days warning of the vote occurring and be informed of the grounds of the motion.
2. Attendance Procedure
 - a. Failure of a Union Delegate to attend three consecutive Union Assembly meetings within the same elected term, without notification, that delegate will be deemed to have resigned and thus shall result in the immediate dismissal of that officer.
 - b. If, due to extenuating circumstances, a Union Delegate is unable to give notification, DOG may record a notification in that meeting, including a week after, which shall substitute as a notification from that delegate.
3. Unconstitutional and Illegal Mandates
 - a. Any person acting on behalf of Keele SU who refuses to fulfil a mandate of any Keele SU body that would be inconsistent with the Constitution or Bye-Laws or in contravention of the law of the land, shall not be eligible for any disciplinary

action under any circumstances.

4. Complaints and Grievance Procedure

- a. Complaints can be made against a member, officer or staff member in line with the Keele SU complaints and code of conduct policies.
- b. Normally, no complaints regarding a Keele SU election or the conduct of any candidate or election official shall be considered under this procedure and should be instead conducted in line with Chapter 10.