



# **KeeleSU Bye-Laws**

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# Chapter 1 - Union Council

1. Convening of Meetings
  - a. All meetings of Union Council 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 Council papers to Councillors.
2. Membership and Composition
  - a. Union Council shall be composed of the following student representatives, whose attendance at Union Council meetings shall be compulsory.
    - i. Chair of Union Council
    - ii. Union Development and Democracy Officer
    - iii. Education Officer
    - iv. Welfare and Internationalisation Officer
    - v. Activities and Community Officer
    - vi. Athletic Union and Sport Officer
    - vii. Black and Minority Ethnic Students' Officer
    - viii. Disabled Students' Officer
    - ix. Environment and Campus Officer
    - x. Gender Equality Officer
    - xi. Hospital Campus Officer
    - xii. International Students' Officer
    - xiii. LGBT+ Students' Officer
    - xiv. Mature, Part-Time, and Distance Learning Students' Officer
    - xv. Non-Portfolio Officer
    - xvi. Postgraduate Students' Officer
    - xvii. Student-Staff Officer
  - b. KeeleSU Officers who are non-voting members of Union Council shall have full speaking rights, subject to the same restrictions as members of Union Council.
  - c. KeeleSU members who are not members of Union Council exercising their constitutional rights of attendance may be granted speaking rights at the discretion of the Chair,

except for KeeleSU 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 KeeleSU may be granted the right to attend and/or speak at the discretion of the Chair.

### 3. Control, Steering and Minuting

- a. Union Council shall be controlled and led by the Chair of Union Council. If the Chair is unable to do so, the meeting shall be chaired only by a member of Union Council, elected to chair.
- b. Union Council shall have the power to make technical amendments to a motion for the purpose of clarity.
- c. The Student Voice Department shall be responsible for the recording of minutes of the meeting.
- d. Decisions of the Chair can be overruled by a two-thirds majority of Union Council, following a procedural motion.

### 4. Quorum

- a. Quorum for Union Council 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:
  - 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.
- 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.

### 5. Policy Processes

- a. Following the process outlined in Chapter 4 Section 2, submitted ideas will be brought to Union Council 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 Council meeting may be invited to attend that meeting by the DOG, but is not expected to attend.
- c. Union Council 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 Council 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 Council 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 Council 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.
6. Items for Discussion
- a. Should a member of Union Council 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.
7. 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 Chair of Union Council 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.
8. 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. The Chair shall require offenders to apologise for and withdraw offensive comments.
  - d. Refusal to withdraw shall result in an instruction to end their speech. Should this instruction not be obeyed then the Chair may suspend the offender's speaking and voting rights for the duration of the meeting.
  - e. All motions shall be open for debate.
9. Voting

- a. Only members of Union Council shall be entitled to vote on motions. The Chair shall only exercise their vote in the event of a tie.
- b. Voting shall ordinarily be conducted by show of hands.
- c. The Chair of Union Council 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.

#### 10. Procedural Motions

- a. The following procedural motions shall be available to all voting members present at Union Council at all times:
  - i. That a ruling of the Chair be challenged
    - 1. Challenges to a ruling of the chair shall require a two-thirds majority of Union Council in order to pass.
  - ii. That the motion being heard be amended
    - 1. This motion can only be accepted if the motion's proposer is in attendance and agrees to the amendment.
  - 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 Council 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.

#### 11. Extraordinary Meetings of Union Council

- a. Should a Union Council meeting be urgently needed, an Extraordinary Union Council 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 Council members
- b. The agenda for Extraordinary Union Councils shall be drawn up by the DOG.

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

## 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 at least four UGMs per academic year.
- c. UGMs shall have (but not limited to) the following functions:
  - i. Approval of Constitutional Amendments
  - 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. Hearing motions of censure and no confidence in Elected Officers
  - v. Ratification of KeeleSU Budget
  - vi. The approval of motions and/or amendments for submission to NUS Conference.
- 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 KeeleSU Members shall have full voting and speaking rights at UGMs. This includes all Elected Officers.

### 3. Control, Steering and Minuting

- a. The Chair of Union Council shall chair the UGM alongside the DOG.
- 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 meaning of the Constitution may only be altered by constitutional amendment, proposed and passed according to these Bye-Laws.
- 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. No motions shall be heard until the meeting is quorate.
- b. Union General Meetings are quorate unless and until declared otherwise.
- 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 Union Council 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. All policies passed by UGM shall lapse three years after the date on which they were passed.

#### 6. Reports and Items for Discussion

- a. All Sabbatical Officers must present a report to the meeting.
- b. Repeated failure on the part of an Officer to supply a report to UGM shall constitute good cause for a motion of censure against that officer.
- c. Verbal Questions shall be taken from the room at all UGMs. 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 Chair of Union Council 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 of Union Council 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. The Chair shall require offenders to apologise and withdraw offensive comment.
- d. Refusal to withdraw shall result in an instruction to end their speech.
- e. 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 KeeleSU in attendance shall be entitled to vote. This includes all elected officers.
- b. Voting may be conducted by a show of hands. 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 two-thirds 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
  - 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. Union Development and Democracy Officer;
  - ii. Another Sabbatical Officer;
  - iii. A member of Union Council chosen from the room;
  - iv. A full member elected from the room.

#### 11. Extraordinary General Meetings

- a. An Emergency General Meeting (EGM) may be convened in any of the following ways:
  - i. A vote of Executive Committee
  - ii. A vote of Union Council
  - iii. A petition of 100 full members of KeeleSU
  - iv. A decision by the UGM
- 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.

## 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.
  - c. The Chair of Union Council and Non-Portfolio Officer shall be invited to attend all meetings, but shall not be required to attend.
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 KeeleSU, 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 Council.
  - c. It may call an Emergency General Meeting without requiring ratification.
  - d. It may call an Emergency Union Council 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 Council 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 Council Meetings, determining the convening of meetings, the preparation and publication of agenda, and the constitutionality of motions.
      3. Making recommendations to Union Council on the agenda of Union Policy Making Forums.
    - iii. The Democratic Operations Group shall consist of:
      1. Chair of Union Council.
      2. The Student Voice Department.
      3. The Union Development and Democracy 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 Council.
      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 KeeleSU.
    - 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 Council, 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 Council);
  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.
- 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 Council, it shall follow the process outlined in Chapter 4 Section 2.
2. Union Council
- a. Where the DOG has determined an idea should be taken to Union Council, members of Union Council 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 Council 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 Council 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 Council 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 Council 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 Council shall vote on the ratification of that ruling by a simple majority.
3. Union General Meetings
- a. Where Union Council 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 Council, 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 Council 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 KeeleSU 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 - Performance Scrutiny Committee

1. Function
  - a. The Performance Scrutiny Committee will be responsible for reviewing the performance of KeeleSU Elected Officers and holding them to account where necessary
2. Composition
  - a. There shall be 5 members of the Performance Scrutiny Committee, including:
    - i. Chair of Union Council who shall Chair.
    - ii. Two elected KeeleSU Student Representatives.
    - iii. Two lay members.
  - b. Current Sabbatical Officers of KeeleSU shall not be permitted to sit on any Performance Scrutiny Committee.
  - c. Quorum shall be 100% of the Performance Scrutiny Committee membership.
3. Officer Accountability
  - a. Each Officer shall submit a report before each meeting of the Performance Scrutiny Committee in accordance with the guidance documentation provided.
    - i. This documentation shall be maintained by the Student Voice Department.
  - b. Performance Scrutiny Committee shall be open to all members of the Union.
  - c. Full-time officers shall be called to attend one Performance Scrutiny Committee for every AGM and UGM held. Non-sabbatical officers who are voting members of Union Council shall be called to attend one Performance Scrutiny Committee meeting per semester.
4. Order
  - a. Business of Performance Scrutiny Committee shall ordinarily be conducted in the following order:
    - i. Panellist briefing
    - ii. Regular interviews
    - iii. Censure interviews
  - b. Regular interviews shall ordinarily be conducted in the following order:
    - i. Interviewee briefing
    - ii. Spoken report summarising written report

- iii. Questions from panel
- iv. Panel notes any outstanding work for the purpose of the minutes
- c. The Chair of Union Council may exceptionally add items or rearrange items when preparing the Order Paper.
- d. Written questions may be submitted by any member of the Union in advance of the meeting to the Chair.
- e. Vote of Censure
  - i. If an Officer's performance is deemed unsatisfactory the Officer shall be called before the Performance Scrutiny Committee to explain why a Vote of Censure should fail.
  - ii. Committee members, upon hearing the case made by the Officer, shall then vote on whether the Officer shall be censured.
  - iii. Committee members shall require a two-thirds majority to pass a vote of Censure.
  - iv. If a Vote of Censure is passed, it shall be recorded as outlined in the KeeleSU Constitution and Bye-Laws.

## Chapter 6 - Officers

### 1. General Provisions

- a. All Elected Officers of KeeleSU 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 UGMs and Union Council meetings. Apologies should be sent to the Chair of Union Council 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 KeeleSU shall comprise of five officers with the following titles:
  - i. The Union Development and Democracy Officer
  - ii. The Education Officer
  - iii. The Welfare and Internationalisation Officer
  - iv. The Activities and Community Officer
  - v. The Athletic Union and Sport Officer
- b. All Full-Time Officers shall be Officer Trustees of KeeleSU.
- c. All Full-Time Officers shall delegate responsibility for the day-to-day running of KeeleSU to the Senior Managers of KeeleSU.
- d. The signatory capabilities of officers shall be outlined in KeeleSU's financial delegations.
- e. All Full-Time Officers shall provide reports to UGMs. Reporting on their progress of mandated action points from the last meeting.
- f. All Full-Time Officers shall have the responsibility to challenge and support the university in the interests of their members.
- 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 Union Development and Democracy Officer shall have the following responsibilities:
  - i. In the first instance, the UDD Officer shall be responsible for the development of the union and its membership.
  - ii. Union Development will be understood to have two core, overarching responsibilities:
    - 1. To advocate for the membership within KeeleSU, across Keele University, and on local, national and international platforms.
    - 2. To develop the students' union as an organisation.
  - iii. The UDD Officer shall also be responsible for the development of democracy and membership engagement within KeeleSU.
    - 1. This shall include engagement with democratic events external to KeeleSU.
    - 2.
  - iv. The UDD 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, work to the greatest benefit of the membership.
  - v. The UDD 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. The UDD Officer should promote participation in student campaigning and activism, amongst other themes.
  - vi. The UDD Officer shall ensure that strategic aims are implemented effectively within KeeleSU, aligning KeeleSU operations with the strategic direction set out by the membership.
  - vii. In partnership with the Activities and Community Officer and Welfare and Internationalisation Officer, UDD Officer shall monitor issues which fit within the portfolios of community and welfare. These issues shall include, but are not limited to: transport, accommodation, out-of-term time provisions.

- viii. The UDD Officer shall seek to develop meaningful partnerships in the local area to the benefit of the Union and its membership, working with the University's Directorate of Enterprise and Partnership where appropriate.
- ix. The UDD Officer shall be responsible for ensuring that the following Part-Time Officers are supported:
  - 1. Chair of Union Council
  - 2. Environment and Campus Officer
  - 3. Student-Staff Officer
  - 4. Non-Portfolio Officer
- x. The UDD Officer shall work to ensure that KeeleSU staff members are kept informed of decisions taken by the membership.
- xi. Where the UDD Officer is the only KeeleSU student representative on a committee, they may send a nominee if they are unable to attend.
- xii. Committees shall include, but are not limited to:
  - 1. Council (no nominee)
  - 2. Senate
- xiii. The UDD Officer shall sit on appropriate KeeleSU Committees, providing written or verbal reports where appropriate. Committees shall include, but are not limited to:
  - 1. Trustee Board
  - 2. Union Council
- xiv. The UDD Officer shall be elected via a cross-campus ballot, in accordance with these bye-laws.
- 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 of the membership at all levels of study including: foundation, undergraduate and postgraduate levels.
  - 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 non-traditional backgrounds.
  - iii. The Education officer shall monitor academic issues and develop their own policies accordingly, in consultation with the membership where appropriate and possible.

- iv. 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.
- v. In partnership with the Welfare and Internationalisation 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.
- vi. The Education Officer, in partnership with ASK, shall be responsible for keeping the membership updated on all changes to regulations, or other such changes, which might affect their studies.
- vii. 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.
- viii. The Education officer shall oversee the implementation of Student Voice Representatives (SVRs). They will ensure that the programme is supported and developed by KeeleSU, Keele University, and where appropriate, the KPA.
- ix. The Education Officer shall ensure that all SVRs are provided with support and training opportunities.
- x. The Education Officer shall be responsible for ensuring that the following Part-Time Officers are supported:
  1. Postgraduate Students' Officer
  2. Mature, Part-Time and Distance Learner Students' Officer
- 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 KeeleSU 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
- xii. The Education Officer shall sit on appropriate KeeleSU Committees, providing written or verbal reports where appropriate. Committees shall include, but are not limited to:

1. Trustee Board
  2. Union Council
- xiii. The Education Officer shall be elected via a cross-campus ballot, in accordance with these bye-laws.
- k. The Welfare and Internationalisation Officer shall have the following responsibilities:
- i. In the first instance, the Welfare and Internationalisation Officer shall be responsible for safeguarding the personal and collective welfare of the membership.
  - ii. The Welfare and Internationalisation Officer shall also be responsible for maintaining an agenda to support the international student experience across KeeleSU, and the wider university community.
  - iii. The Welfare and Internationalisation Officer shall work to ensure that the University provides suitable welfare provisions for all students, including those from international, widening-participation and other non-traditional backgrounds.
  - iv. The Welfare and Internationalisation Officer shall work to ensure principles of Equality and Diversity are applied throughout KeeleSU and the wider university community.
  - v. The Welfare and Internationalisation Officer shall monitor welfare issues and develop their own policies accordingly, in consultation with the membership where appropriate and possible. Issues to be monitored shall include, but are not limited to, protected characteristics in accordance with The Equalities Act (2010).
  - vi. The Welfare and Internationalisation 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 suitable for the welfare needs of the membership.
  - vii. The Welfare and Internationalisation Officer shall run and support campaigns on the themes of welfare and internationalisation as they deem appropriate, or as requested by the membership.

- viii. In partnership with the Education Officer, the Welfare and Internationalisation Officer shall have a relationship of confidential-privilege with ASK, enabling them to assist in the representative needs of individual student cases.
- ix. The Welfare and Internationalisation Officer, in partnership with ASK, shall be responsible for keeping the membership updated on all changes to regulations, or other such changes, which might impact upon the welfare provisions available to the membership.
- x. The Welfare and Internationalisation Officer shall have responsibility for supporting Societies with welfare focuses.
- xi. In partnership with the Activities and Community Officer and Union Development and Democracy Officer, the Welfare and Internationalisation Officer shall monitor issues which fit within the portfolios of community and welfare. These issues shall include, but are not limited to: transport, accommodation, out-of-term time provisions.
- xii. The Welfare and Internationalisation shall be responsible for ensuring that the following Part-Time Officers are supported:
  - 1. Black and Minority Ethnic (BME) Students' Officer
  - 2. Disabled Students' Officer
  - 3. LGBT+ Students' Officer
  - 4. Gender Equality Officers
  - 5. International Students' Officer
- xiii. The Welfare and Internationalisation Officer shall sit on appropriate university committees and working groups, providing written or verbal reports where appropriate. Where the Welfare and Internationalisation Officer is the only KeeleSU 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
- xiv. The Welfare and Internationalisation Officer shall sit on appropriate KeeleSU Committees, providing written or verbal reports where appropriate. Committees shall include, but are not limited to:
  - 1. Trustee Board
  - 2. Union Council

- xv. The Welfare and Internationalisation Officer shall be elected via a cross-campus ballot, in accordance with these bye-laws.
- I. The Activities and Community Officer shall have the following responsibilities:
  - i. In the first instance, the Activities and Community Officer shall be responsible for supporting activities at KeeleSU and across Keele University.
  - ii. The Activities and Community Officer shall also be responsible for developing and maintaining a positive community presence of the membership of KeeleSU, in the immediate campus community and the wider local, national and international communities.
  - iii. The Activities and Community Officer, in partnership with the Activities Department, shall be responsible for coordinating and supporting all student societies affiliated with KeeleSU. Provisions should be set in place to ensure that societies are supported, funded, inclusive, adhering to the constitution and bye-laws of KeeleSU.
  - iv. The Activities and Community Officer shall actively engage with Keele University, and, where appropriate, the KPA, to ensure that the needs of the membership are met by the university.
  - v. In partnership with the Welfare and Internationalisation Officer and Union Development and Democracy Officer, the Activities and Community Officer shall monitor issues which fit within the portfolios of community and welfare. These issues shall include, but are not limited to: transport, accommodation, out-of-term time provisions.
  - vi. The Activities and Community Officer shall run and support campaigns which raise awareness of or promote community issues, society needs, and global citizenship, as they deem appropriate or as requested by the membership.
  - vii. The Activities and Community Officer shall work with Society Executive. They shall ensure that all members are democratically elected, and are trained part-time officers.
  - viii. The Activities and Community Officer, in partnership with the Volunteering Department, will work to ensure that the membership are afforded opportunities to contribute to the local, national and international communities.
  - ix. The Activities and Community Officer shall be responsible for ensuring that the following Part-Time Officers are supported:

1. Societies' Executive Members
  2. Hospital Campus Officer
- x. The Activities and Community Officer shall sit on appropriate university committees and working groups, providing written or verbal reports where appropriate. Where the Activities and Community Officer is the only KeeleSU 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
- xi. The Activities and Community Officer shall sit on appropriate KeeleSU Committees, providing written or verbal reports where appropriate. Committees shall include, but are not limited to:
1. Trustee Board
  2. Union Council
- xii. The Activities and Community Officer shall be elected via a cross-campus ballot, in accordance with these bye-laws.
- m. The Athletic Union (AU) and Sport Officer shall have the following responsibilities:
- i. In the first instance, the AU and Sport Officer shall be responsible for encouraging engagement in sport, and advocating for fitness and wellbeing of the membership.
  - ii. The AU and Sport Officer shall also be the President of the Athletic Union (AU), and will have responsibility for strategic direction of the AU.
  - iii. The AU and Sport 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.
  - iv. The AU and Sport Officer shall actively engage with Keele University, and, where appropriate, the KPA, to ensure to ensure that the needs of the membership are met by the University.
  - v. The AU and Sport Officer shall work to ensure that the sporting provisions provided by Keele University are fit for purpose and use by the membership.
  - vi. The AU and Sport Officer shall work to ensure that strategic planning for the direction of Sport at KeeleSU and Keele University occurs.
  - vii. The AU and Sport Officer shall be responsible for coordinating and supporting all the affiliated Sports Clubs.

- viii. Provisions should be set in place to ensure that clubs are supported, funded, inclusive, adhering to the constitution and bye-laws of KeeleSU.
- ix. The AU and Sport Officer shall ensure that all committee members of affiliated clubs are democratically elected, and are provided with training opportunities.
- x. The AU and Sport Officer shall Chair the Athletic Union Committee.
- xi. The AU and Sport Officer shall be responsible for the organisation of events including, but not limited to: Varsity, AU Balls, Freshers' Sports Fair.
- xii. The AU and Sport Officer shall run and support campaigns on the themes of sports, health, fitness and participation, as they deem appropriate, or as requested by the membership.
- xiii. The AU and Sport Officer shall be responsible for ensuring that the following Part-Time Officers are supported:
  - 1. AU Deputy President
  - 2. AU Secretary
  - 3. AU Treasurer
  - 4. AU Media Officer
- xiv. The AU and Sport Officer shall sit on appropriate university committees and working groups, providing written or verbal reports where appropriate.
- xv. Where the AU and Sport Officer is the only KeeleSU student representative on the committee, they may send a nominee if they are unable to attend.
- xvi. Committees shall include, but are not limited to:
  - 1. Senate
- xvii. The AU and Sport Officer shall sit on appropriate KeeleSU Committees, providing written or verbal reports where appropriate. Committees shall include, but are not limited to:
  - 1. Trustee Board
  - 2. Union Council
- xviii. The AU and Sport Officer shall be elected via a cross-campus ballot, in accordance with these bye-laws.

### 3. Part-Time Officers

- a. All Part-Time Officers shall have a designated Full-Time Officer who is responsible for ensuring that the PTO is supported.

- b. All Part-Time Officers, with the exception of Societies' Executive and Athletic Union Committee, shall be members of Union Council.
- c. All Part-Time Officers, with the exception of Chair of Union Council, Society Executive and Athletic Union Committee, shall have full voting rights at Union Council.
- d. All Part-Time Officers, with the exception of Chair of Union Council, Society Executive and Athletic Union Committee, shall be expected to provide verbal or written reports Union Council, in accordance with KeeleSU Bye-laws.
- e. All Part-Time Officers shall be required to attend training.
- f. All Part-Time Officers shall be expected to spend a minimum of 1 hour per week fulfilling the tasks, duties and responsibilities of their role.
- g. Chair of Union Council
  - i. In the first instance, the Chair of Union Council shall be responsible for chairing Union Council.
  - ii. The Chair of Union Council shall chair and be responsible for the conduct and order of business during Union Council and Union, Annual, and Emergency General Meetings of the membership.
  - iii. The Chair of Union Council shall be a non-voting member of Union Council.
  - iv. The Chair of Union Council shall execute such other functions as are required by these Bye-Laws.
  - v. The Chair of Union Council shall be elected via a cross-campus ballot, in accordance with these bye-laws.
- h. Black and Minority Ethnic Students' Officer
  - i. In the first instance, the BME Students' Officer shall be responsible for representing and campaigning for Black and Minority Ethnic (BME) students.
  - ii. The BME Students' Officer shall be responsible for upholding and developing KeeleSU's policy on racial equality.
  - iii. The BME Students' Officer shall provide a voice for, and representation of those defining as BME at KeeleSU, Keele University, and in local and national platforms.
  - iv. The BME Students' Officer shall be responsible for increasing awareness of racial prejudice and discrimination, and will proactively campaign to oppose and challenge inequality.

- v. The BME Students' Officer shall be a voting and reporting member of Union Council.
- vi. Only members who define as Black or Minority Ethnic may stand for this position.
- vii. The BME Students' Officer shall be elected via a ballot of all students who define as Black or Minority Ethnic and in accordance with these bye-laws.
- i. Disabled Students Officer
  - i. In the first instance, the Disabled Students' Officer shall be responsible for representing and campaigning for students with disabilities at KeeleSU, Keele University, and in local and national platforms.
  - ii. The Disabled Students' Officer shall be responsible for upholding and developing KeeleSU's policy on equality and diversity.
  - iii. The Disabled Students' Officer shall be responsible for increasing awareness of disability prejudice and discrimination, and will proactively campaign to oppose and challenge inequality.
  - iv. The Disabled Students' Officer shall be a voting and reporting member of Union Council.
  - v. Only members who define as Disabled may stand for this position.
  - vi. The Disabled Students' Officer shall be elected via a ballot of all students who define as Disabled and in accordance with these bye-laws.
- j. Environment and Campus Officer
  - i. In the first instance, the Environment and Campus Officer shall be responsible for championing and campaigning on environmental issues with KeeleSU.
  - ii. The Environment and Campus Officer shall also be responsible for championing and campaigning on campus-based issues.
  - iii. The Environment and Campus Officer shall, where appropriate, provide advice to KeeleSU on the environmental consequences of current policies and actions.
  - iv. The Environment and Campus Officer shall promote awareness of environmental and ethical issues at KeeleSU and University level, and at local and national level.
  - v. The Environment and Campus Officer shall be a voting and reporting member of Union Council.
  - vi. The Environment and Campus Officer shall be elected via a cross-campus ballot,

and in accordance with these bye-laws.

k. Gender Equality Officers

- i. In the first instance, the Gender Equality Officers shall be responsible for representing and campaigning on gender equality issues relevant to all genders.
- ii. The Gender Equality Officers shall safeguard KeeleSU's policy on gender equality.
- iii. The Gender Equality Officers shall provide information and organise campaigns on relevant issues of interest and benefit to the members of KeeleSU.
- iv. The Gender Equality Officers shall provide a voice for, and representation of, gender issues at KeeleSU, Keele University, and in local and national platforms.
- v. The positions of Gender Equality Officer shall have a quota such that a student that self-defines as female is elected first. This shall be determined as the female candidate with the highest amount of votes, excluding all other candidates. The second position shall then be elected from the entire collective of remaining candidates.
- vi. At least one Gender Equality Officer shall be ex-officio delegate to NUS Women's Conference provided that they meet the delegate requirements.
- vii. The Gender Equality Officers shall be voting and reporting members of Union Council.
- viii. The Gender Equality Officers positions shall be elected via a cross-campus ballot, and in accordance with these bye-laws.

l. Hospital Campus Officer

- i. In the first instance, the Hospital Campus Officer shall champion and represent students whose studies are based at Hospital Campuses in Staffordshire, Shropshire and other off-site medical facilities.
- ii. The Hospital Campus Officer shall be responsible for promoting and encouraging participation, by health students based at the hospital site, in the activities and campaigns of KeeleSU, including societies, sports clubs and volunteering.
- iii. The Hospital Campus Officer shall be a voting and reporting member of Union Council.
- iv. Only members whose studies are based at least in part on Hospital Campuses may stand for this position.

- v. The Hospital Campus Officer shall be elected via a ballot of all students studying at least in part at Hospital Campuses and in accordance with these bye-laws.
- m. International Students' Officer
  - i. In the first instance, the International Students' Officer shall be responsible for representing and campaigning for International students.
  - ii. The International Students' Officer shall be responsible for increasing awareness of International prejudice and discrimination, and will proactively campaign to oppose and challenge inequality.
  - iii. The International Students' Officer shall work with committees of international and cultural student societies to further their success and aims.
  - iv. The International Students' Officer shall provide a voice for, and representation of International Students at KeeleSU, Keele University, and in local and national platforms.
  - v. The International Students' Officer shall be ex-officio delegate to NUS International Students' Conference.
  - vi. The International Students' Officers shall be a voting and reporting member of Union Council.
  - vii. Only members who identify as International may stand for this position.
  - viii. The International Students' Officer shall be elected via a ballot of all students who identify as International and in accordance with these bye-laws.
- n. LGBT+ Students' Officer
  - i. In the first instance, The LGBT+ Students' Officer shall be responsible for representing and campaigning for LGBT+ students.
  - ii. The LGBT+ Officer shall be the primary Officer in charge of upholding and developing KeeleSU's sexuality policies, including the representation and protection of LGBT+ students.
  - iii. The LGBT+' Officer shall be responsible for increasing awareness of LGBT+ prejudice and discrimination and will proactively campaign to oppose and challenge inequality.
  - iv. The LGBT+ Officer shall work with the committee of the LGBT+ Society to further its success and aims.
  - v. The LGBT+ Students' Officer shall provide a voice for and representation of those defining as LGBT+ at KeeleSU, Keele University, and in local and national

- platforms.
- vi. The LGBT+ Students' Officer shall be an ex-officio delegate to NUS LGBT+ Students' Conference.
  - vii. The LGBT+ Students' Officers shall be a voting and reporting member of Union Council.
  - viii. Only members who identify as LGBT+ may stand for this position.
  - ix. The LGBT+ shall be elected via a ballot of all students who define as LGBT+ and in accordance with these bye-laws
- o. Mature, Part-Time, and Distance Learner Students' Officer
- i. In the first instance, the Mature, Part-Time and Distance Learner (MPD) Students' Officer shall be responsible for the representation of mature, part-time and distance learner student members of KeeleSU.
  - ii. The MPD Students' Officer shall be responsible for the publicity of issues that will be of interest to mature, part-time, or distance learner students.
  - iii. The MPD Students' Officer shall provide information about, and organise campaigns on, issues of interest and benefit to mature, part-time, or distance learner students.
  - iv. The MPD Students' Officer shall provide a voice for and representation of Mature, Part-Time and Distance Learner Students at KeeleSU, Keele University, and in local and national platforms.
  - v. The MPD Students' Officer shall be an ex-officio delegate to NUS Mature and Part-time Students' Conference.
  - vi. The MPD Officer shall be a voting and reporting member of Union Council.
  - vii. Only members who identify as Mature, Part-Time or as Distance Learners may stand for this position.
  - viii. The MPD Officer shall be elected via a ballot of all students who define as mature, part-time, or distance learners and in accordance with these bye-laws.
- p. Non-Portfolio Officer
- i. In the first instance, the Non-Portfolio Officer shall be mandated by their manifesto pledges and mandates passed by Union Council and UGM.
  - ii. The Non-Portfolio Officer shall have no other directed portfolio.
  - iii. The Non-Portfolio Officer shall be a voting and reporting member of Union Council.

- iv. The Non-Portfolio Officer shall be elected via a cross-campus ballot.
- q. Postgraduate Students' Officer
  - i. In the first instance, the Postgraduate Students' Officer shall be responsible for the representation of postgraduate taught students, postgraduate research students and students studying a postgraduate teaching qualification, at KeeleSU, Keele University, and in local and national platforms.
  - ii. The Postgraduate Students' Officer shall be responsible for the publicity of concerns that will be of interest to postgraduate students.
  - iii. The Postgraduate Students' Officer shall provide information about, and organise campaigns on, issues of interest and benefit to postgraduate students.
  - iv. The Postgraduate Students' Officer shall liaise with members of the KPA committee and the Education Officer to arrange meetings in which issues regarding the representation of postgraduate students shall be discussed.
  - v. The Postgraduate Students' Officer shall be an ex-officio delegate to NUS Postgraduate Students' Conference.
  - vi. The Postgraduate Students' Officer shall be a voting and reporting member of Union Council.
  - vii. Only members who are studying on a postgraduate programme may stand for this position.
  - viii. The Postgraduate Students' Officer shall be elected via a ballot of all Postgraduate Students and in accordance with these bye-laws.
- r. Student-Staff Officer
  - i. In the first instance, the Student Staff Officer shall be responsible for representing the interests of students who are employed by KeeleSU.
  - ii. The Student Staff Officer will be responsible for representing Student Staff from all departments of KeeleSU.
  - iii. The Student-Staff Officer shall be a voting and reporting member of Union Council.
  - iv. Only members who are KeeleSU staff members may stand for this position.
  - v. The Student-Staff Officer shall be elected via a ballot of all student staff working within KeeleSU and in accordance with these bye-laws.
- s. 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 Union Council.
  - iii. Societies' Executive shall be supported, facilitated and administered by the Opportunities Department.
  - iv. There shall be seven positions on Societies' Executive.
  - v. Only members who are committee members of a KeeleSU affiliated society may stand for this position.
  - vi. Societies' Executive's responsibilities shall include but not be limited to:
    - 1. Reviewing new society application, deciding on the allocation of funds to societies, dissolving inactive societies, and holding the Activities and Community Officer to account.
  - vii. Societies' Executive Members shall be elected via a ballot of all students who are members of a KeeleSU affiliated society and in accordance with these bye-laws.
- t. Athletic Union (AU) Committee Members
- i. AU Committee members shall be a member of the Union Council  
sub-committee: AU Committee
  - ii. As a sub-committee, AU Committee members shall not be expected to attend nor report to Union Council.
  - iii. There shall be four positions on AU Committee in addition to AU and Sport officer:
    - 1. AU Deputy President
    - 2. AU Secretary
    - 3. AU Treasurer
    - 4. AU Media Officer
  - iv. Only members who are committee members of an AU affiliated club may stand for this position.
  - v. AU Committee members will be expected to carry out their duties as laid out in Chapter 8 Section 4.
  - vi. AU Committee members shall be elected via a ballot of all students who are members of the AU and in accordance with these bye-laws.



## Chapter 7 - Societies

### 1. Starting a New Society

- a. Any society which represents interests not currently represented by an existing KeeleSU society may be recognised by KeeleSU by application.
- b. The Activities and Community Officer shall approve an application with the support of Societies' Executive only when they are satisfied that requirements of these Bye-Laws have been fulfilled.

### 2. Existing Societies wishing to Affiliate with KeeleSU

- a. Any society run independently of KeeleSU may apply for affiliation to KeeleSU, provided that the society meets all requirements of these Bye-Laws, including, but not limited to, the rules regarding membership, constitution, funding and finance.
- b. The Activities and Community Officer shall consider and approve such applications on the same basis as applications for the establishment of a new society under Section 1.
- c. Societies that do not meet these criteria may not be affiliated to KeeleSU. Unaffiliated societies shall not receive any form of grant from KeeleSU. Such societies may, however, be granted the use of KeeleSU's facilities.

### 3. General Rules applying to KeeleSU Societies

- a. No person who is a full member of KeeleSU may unreasonably be refused membership of any KeeleSU society.
- b. All elected members of a society's executive committee (as defined in 4c) must be full members of KeeleSU.
- c. KeeleSU societies shall be bound at all times by KeeleSU policy.
- d. Societies must send each member of their committee to relevant training sessions.
- e. All elections for societies will be administered by KeeleSU staff.

### 4. Society Constitutions

- a. Societies will adopt the existing standardised constitution unless an alternative is voted for by the society at a general meeting and this alternative does not contravene the SU constitution and thereafter remains alterable by a mechanism provided for in the Constitution.
- b. Society Constitutions which contravene the Bye-Laws, or any provision of the

Constitution shall be disapplied to the extent of the contravention.

- c. A Society Constitution must list the officers comprising the society's executive. A society executive shall, as a minimum, comprise of an elected Chair, Secretary and Treasurer (the titles being alterable if so desired). Other officers may be defined at the society's discretion.
5. Society Funding
- a. Grants
    - i. All societies will be eligible to receive any of the below grants if they have registered with the Students' Union, either as a new, existing or returning society. Societies in contravention of any of the points in sections 8.A, 8.B, 8.C or 8.D may lose their eligibility to receive any of the following grants.
  - b. Member Grants
    - i. Societies will be eligible for an amount of money per paid member. This amount will be ratified by the Union Council upon recommendation if the Finance & General Purposes committee.
      - 1. No society shall receive a sum less than that which would be due to a society with 20 qualifying members and no society shall receive a sum greater than that which would be due to a society with 100 qualifying members as defined in A.03.
6. Society Finance
- a. A KeeleSU society must maintain all of its funds through KeeleSU's accounts department. A society may not retain society funds in any other form.
  - b. A society may not hold cheque or other accounts outside KeeleSU.
  - c. Invoices or receipts will be required as proof of expenditure.
  - d. All expenditure authorisations shall be outlined in the SU's financial powers delegation.
  - e. Cash advance may only be made at the discretion of the Finance and General Purposes Committee.
  - f. KeeleSU shall not be responsible in any way for expenditure incurred by a society that does not possess sufficient funds to meet its commitments. In such circumstances, the society and its committee will be liable for any of KeeleSU's losses.
  - g. A KeeleSU society may not receive or use any funds held by KeeleSU for any

of the following:

- i. Any activity prejudicial to equal opportunities
    - ii. Any party political activity
    - iii. Any activity in breach of the law of the land
    - iv. Any activity in breach of the KeeleSU Constitution, Bye-Laws or KeeleSU policy
    - v. Any activity that excludes any current member of the society.
    - vi. Purchasing alcohol in any way
  - h. A society found to be doing so shall be subject to penalties and measures under Section H.
  - i. No action or expenditure of a KeeleSU society may be made which has its basis, or any part of its basis, in detrimental intention or effect on the racial, sexual or physical well-being of any person, whether or not that person is a member of KeeleSU.
7. KeeleSU societies wishing to affiliate to outside organisations
- a. Societies wishing to affiliate to outside organisations may do so only in accordance with KeeleSU policy, and must seek the prior approval of the Chair of the Trustee Board.
8. Powers of the Activities and Community Officer in relation to KeeleSU societies
- a. All contracts entered into by a Society with an external organisation must be countersigned by the Chair of the Trustee Board.
  - b. The Activities & Community Officer shall have the power to fine up to 15% of the total amount of grants awarded through the course of the academic year if a society fails to send a representative to a students' union UGM/AGM or Society Sign-Up. In such a case the Activities & Community Officer must give at least one week's notice. They may be fined a maximum of 6 times throughout the academic year. Any fines implemented will go into the capital grant pot.
9. Dissolution of Societies
- a. A KeeleSU Society may be dissolved by a vote of the general membership of that society.
  - b. A KeeleSU Society may be dissolved by agreement of the society's executive and the Activities and Community Officer, only where the Activities and Community Officer believes that it is the will of the society membership that the society be dissolved.
  - c. A KeeleSU Society may be dissolved by resolution of Union Council, only when the

Union Council believes that the society is in continuous breach of this Constitution or KeeleSU Policy.

- d. A KeeleSU Society shall be dissolved by the Chair of the Trustee Board, only when it holds that the society is in breach of charity law or financial regulations.
- e. Should a society be closed down, for whatever reason, then all its assets shall be held in trust by KeeleSU for two years, after which it will be amalgamated into a grant pot.

#### 10. Societies wishing to Disaffiliate from KeeleSU

- a. Societies wishing to disaffiliate from KeeleSU 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 Activities 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 KeeleSU shall be held in trust by KeeleSU. Subject to charity law, title to all such assets shall remain with KeeleSU upon disaffiliation.

#### 11. Elections for KeeleSU Societies

- a. Elections are the responsibility of the Opportunities Department.

#### 12. Special Regulations: Raise and Give (RAG)

- a. Membership of RAG shall be freely available to all full members of KeeleSU and to all others provided that these standing orders are adhered to.
- b. For the purposes of RAG's constitution, membership of the society shall consist of all people who have registered as members and who are eligible for membership under these standing orders. The register of membership shall expire each year on 1st July.
- a. In addition to RAG's Society account, RAG may maintain with KeeleSU such separate accounts as are necessary for the lawful application of funds raised for charity.
- b. Money raised by RAG shall be applied only to charities registered in England and Wales and recognised as such by the Charity Commission. RAG shall not raise money for any other organisation.
- c. In authorising payments from any RAG account, the Activities and Community Officer shall:

- i. Ensure that any monies raised for charity are applied for that purpose and no other
- ii. Ensure that monies raised for a specific charity are donated correctly
- iii. Record and publish the details of any charitable donation made
- iv. Exercise special care to ensure that all funds are handled intra vires

## Chapter 8 - Athletic Union

1. Mission Statement
  - a. To offer competitive sport opportunities at Keele University and work collaboratively with Sport Keele to increase standards as well as enhance the student experience through intramural sport.
2. Objectives
  - a. To promote and improve, alongside KeeleSU and Keele University, the standard of sport and sporting conduct within Keele University.
  - b. To provide the opportunity for participation in varying levels and categories of sport at all abilities.
  - c. To promote the good name and work of all AU sports clubs.
  - d. Ensure best practice in all areas of the AU.
3. Membership
  - a. Student Membership
    - i. To become a Student Member of the AU, the individual must meet the following eligibility criteria:
      1. Must be currently registered on a Keele University course.
      2. Must pay an annual membership fee.
      3. Must be allowed to participate in student activities by KeeleSU and relevant National Governing Bodies.
    - ii. Student members of the AU are able to:
      1. Join any AU club for an additional fee.
      2. Vote for internal AU Committee positions in the SU elections.
      3. Vote and stand for positions within any clubs in which they are paying members.
      4. Attend AU events.
  - 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 the AU.
    - ii. It is at the discretion of individual club committees to award associate membership but must obtain permission by the AU and Sport Officer, in writing.

- iii. Associate members will be required to pay an annual AU membership fee.
- iv. Associate members shall NOT be accorded the following privileges:
  - 1. The right to play in national student competitions (including BUCS).
  - 2. To hold AU or club committee positions.
  - 3. To vote in SU or club elections.
- c. Honorary Life Membership
  - i. The AU Committee may elect persons to Honorary Life Membership of the AU as a mark of appreciation for exceptional service rendered by such persons of the AU.
  - ii. Honorary Life Members shall be accorded the same privileges and restrictions as Associate Members.
  - iii. Any recipient of full colours shall be given Honorary life membership along with the award.
- d. Expectations of AU 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 AU.
- e. Membership Fees
  - i. Fees for the forthcoming year shall be subject to review by the AU Committee. AU Council will be informed 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 Committee.
  - 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 KeeleSU.
  - v. Membership fees shall not ordinarily be refundable.
- 4. AU Committee
  - a. The membership of the AU committee will be:
    - i. AU and Sport Officer

1. The AU and Sport Officer shall also serve as AU President
  - ii. Deputy President
  - iii. Treasurer
  - iv. Secretary
  - v. Media Officer
- b. Relevant SU and Sports Centre Staff will work closely alongside the AU Committee in a consultation and support capacity
- c. The AU Committee shall be accountable to the membership of the AU
- d. Elections for AU and Sport Officer, Deputy President, Treasurer, Secretary and Media Officer will be held through the KeeleSU elections and follow its regulations as set out in Chapter 12
- e. The AU and Sport Officer shall carry out their roles and responsibilities as laid out in Chapter 6.
- f. The AU Deputy President shall:
  - i. Chair AU meetings when the AU and Sport Officer is not available.
  - ii. Attend the following meetings:
    1. KeeleSU Union General Meetings
    2. AU Council Meetings.
    3. Attend relevant BUCS meetings.
    4. Attend AU meetings including, but not limited to, those in section 5 of this chapter.
  - iii. Assist in organising AU events, including, but not limited to Varsity and awards ceremonies.
  - iv. Assist in organising club development meetings
- g. The AU Treasurer shall:
  - i. Work with AU Clubs to help organise fundraising events
  - ii. Attend the following meetings:
    1. AU Council Meetings
    2. KeeleSU Union General Meetings
    3. Attend AU meetings including, but not limited to, those in Section 5 of this Chapter.
  - iii. Be responsible, with the AU Budget Committee, for allocating grants to AU affiliated clubs.

- iv. Work with the AU Clubs to ensure their finances are in order.
  - v. Assist in organising AU events including, but not limited to, Varsity and awards ceremonies.
- h. The AU Secretary shall:
- i. Attend and minute AU meetings including, but not limited to, those in section 5 of this chapter.
  - ii. Attend KeeleSU Union General Meetings.
  - iii. Ensure clubs are aware of all communications from the AU office.
  - iv. Publicise minutes of all relevant meetings to the membership.
  - v. Assist in organising AU events including, but not limited to, Varsity and awards ceremonies.
- i. The AU Media Officer shall:
- i. Be responsible for AU publicity on and offline.
  - ii. Publicise all AU and club events.
  - iii. Keeps a regular update on social media publicising any good news stories or events.
  - iv. Attend the following meetings:
    - 1. AU Council.
    - 2. KeeleSU Union General Meetings.
    - 3. Attend AU meetings including, but not limited to, those in section 5 of this chapter.
  - v. Ensure clubs are aware of all communications from the AU office.
  - vi. Assist in organising AU events, including, but not limited to Varsity and awards ceremonies.
- j. All AU Committee members shall adhere to KeeleSU Member Code of Conduct.
- k. All AU Committee will be expected to contribute to a 'handover' after elections have been carried out and before newly elected officers take office.
- l. Any member of Committee shall have the right to resign at any time by giving notice in writing to AU council, an elected officer or the Student Voice department.
- m. Any member of a Committee, excluding the AU and Sport Officer, shall be deemed to have been dismissed if a motion of 'No Confidence' is passed.
- i. A 'No Confidence' motion must be handed into the AU President in writing containing the signatures and Keele card numbers of 10% of AU membership.

- ii. 4.13.2 An Extraordinary General Meeting will be called in accordance with the constitution.
- iii. 4.13.3 A two-thirds majority is required for a 'No Confidence' motion to be passed.
- iv. 4.13.4 Quorum for the EGM will be 10% of AU membership.
- v. 4.13.5 A vote of no confidence of the AU and Sport Officer will follow KeeleSU Bye-Laws, as laid out in Chapter 16.

## 5. Meetings and Other Committees

### a. Budget Review Committee

- i. The Budget Review Committee will consist of the following:
  - 1. AU and Sport Officer
  - 2. AU Committee members
  - 3. Activities Coordinator (Sport)
  - 4. Operations and Lifestyle Manager
  - 5. Student Opportunities Manager
- ii. The Budget Committee will be responsible for examining individual requests from Clubs for their following year's budget, which shall be submitted by a date specified by the committee.
- iii. The quorum for the meetings shall be five members.
- iv. The AU and Sport Officer shall be chair. If they are absent, or relinquish the Chair, it shall be taken by the AU Deputy-President.
- v. The Chair shall not be allowed to vote, except in the event of a tie.

### b. Awards Committee

- i. The Awards Committee shall consist of the following:
  - 1. AU and Sport Officer
  - 2. AU Committee members
  - 3. Activities Coordinator (Sport)
  - 4. Any other member of staff deemed fit by the AU and Sport Officer
- ii. The Awards Committee shall be responsible for reviewing submissions for all AU Awards.
- iii. The quorum for Awards Committee shall be five members.
- iv. This meeting shall not be open to observers and shall not be minuted.

- v. The AU and Sport Officer shall be chair. If they are absent, or relinquishes the Chair, it shall be taken by the AU Deputy-President.
  - vi. The Chair shall not be allowed to vote, they must save for a casting vote.
- c. AU Council Meeting
- i. The attendance membership of the AU Council shall be:
    - 1. AU and Sport Officer
    - 2. All members of the AU Committee
    - 3. Activities Coordinator (Sport)
    - 4. Operations and Active Lifestyles Manager
    - 5. Head of Sport
    - 6. At least two representatives, usually the Club Captain and a Club Committee representative from each affiliated club.
    - 7. An unlimited number of observers, who must be AU members, who shall be permitted to speak on any motion but are not permitted to vote.
    - 8. Any other relevant observer may be invited by the AU and Sport Officer.
  - ii. The quorum for these meetings shall be two-thirds of all AU Clubs.
  - iii. The AU Council shall meet at least once each semester.
  - iv. The AU and Sport Officer shall chair all meetings. If they are absent, or relinquishes the Chair, it shall be taken by the AU Deputy-President.
  - v. The Chair shall not be allowed to vote, they must save for a casting vote.
  - vi. The functions of the AU Council shall include (but not be limited to):
    - 1. Receiving of reports of the AU Committee
    - 2. Receiving of all motions.
    - 3. Approval of amendments of AU regulations.
    - 4. Receiving of and approval of all new policies and amendments of existing policies.
    - 5. Ratification of AU accounts.
  - vii. Clubs shall be entitled to two votes for their respective Club, one per club representative. Should there only be one representative from a club, they shall only be entitled to one vote.
  - viii. There will be no voting by proxy allowed at any meeting.
  - ix. Conduct of Debate

1. Members wishing to speak shall indicate their wish to the Chair, who shall decide on the priority of speaking.
2. No member shall exceed 5 minutes in their speech.
3. All expressions of an offensive nature shall be ruled out of order. The Chair shall require offenders to apologise and withdraw offensive comments.
4. Refusal to withdraw shall result in an instruction to end their speech.

## 6. Competitive Sport

### 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 KeeleSU 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 Activities Coordinator (Sport), the AU and Sport Officer or their nominees.
- iv. The AU will endeavour to fund all transport to BUCS fixtures attended by constituent clubs and members of the AU.
- v. 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 Activities Coordinator (Sport), the AU and Sport 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.
  1. 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 Activities Coordinator (Sport) immediately so that appropriate measures can be taken.
  - iii. All reorganising of fixtures will be the responsibility of the Activities Coordinator (Sport), the AU and Sport Officer or their nominees.
  - iv. Following the procedures of the KeeleSU Code of Conduct, KeeleSU 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 endeavour to provide and support opportunities for members to take part in sports not provided by BUCS.
  - ii. The AU and Sport 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 Activities Coordinator (Sport), the AU and Sport Officer or their nominees.
7. AU and Club Finances
- a. All AU and Club finances shall be handled by KeeleSU Finance Department in accordance with KeeleSU procedures.
  - b. KeeleSU shall provide a guide to clubs on finances that shall be reviewed each year.
  - c. The AU and its clubs shall be subject to an external audit each year as standard practice at KeeleSU.
8. Club Structure and Responsibilities
- a. All clubs must have a constitution which clearly sets out:
    - i. Their aims/purpose;
    - ii. Membership requirements and fees;
    - iii. What positions will be on the committee and their duties;
    - iv. Election procedures as set out by KeeleSU;
    - v. Procedures for committee meetings, AGMS and other meetings.
    - vi. All club constitutions must be ratified by the AU committee. Clubs must update the AU with a new copy of the constitution should any changes be made.
    - vii. Clubs are entitled to include in their constitution a member code of conduct which will be superseded by the KeeleSU member code of conduct, rules and

- regulations of the AU as set out by this chapter, the relevant sports National Governing Body or the statutes ordinances and regulations of the university.
- viii. Clubs will adopt the existing standardised constitution unless an alternative is voted for by the club at a general meeting and this alternative does not contravene the SU constitution and thereafter remains alterable by a mechanism provided for in the Constitution.
  - ix. 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.
- b. Club Committee
- i. All Clubs must have a committee made up of at least a Club Captain (President), a Treasurer and a Secretary.
  - ii. All AU club committees shall be democratically elected in accordance with SU Election Regulations
  - iii. At least two elected representatives from each club must attend AU Council meetings and the KeeleSU AGM.
  - iv. All committee members are required to attend the committee conference or alternative training provided by KeeleSU.
  - v. At least two committee members are expected to meet with a member of AU Committee at least once during the course of an academic year to discuss club development.
  - vi. Any agreements between an AU club and external organisation must be approved and signed off by the chair of the KeeleSU Trustee board.
- c. Dissolution of clubs
- i. Any club whose affiliation to the AU is allowed to lapse should re-apply as a new club.
  - ii. Any club, which has previously been disqualified or barred for breaches of responsibility or behaviour, should also re-apply as a new club.
  - iii. A club may be dissolved by a vote of the general membership of that club.
  - iv. A club may be dissolved by agreement of the clubs executive and the AU and Sport Officer, only where the AU and Sport Officer believes that it is the will of the club membership that the club be dissolved.

- v. A club may be dissolved by resolution of Union Council, only when the Union Council believes that the club is in continuous breach of this Constitution or KeeleSU Policy.
- vi. A club shall be dissolved by KeeleSU, only when the board of trustees holds that the club is in breach of charity law or financial regulations.

9. Introduction of new clubs into the AU

- a. Under normal circumstances, a new club should have run as a KeeleSU affiliated society for at least one academic year.
- b. A sport recognised as such by Sports England or at the discretion of AU Committee.
- c. Before officially proposing a new club it is advised that proposers meet with the AU and Sport Officer or their nominee.
- d. The proposers of the new Club are to make an application to join the AU in writing to the AU and Sport Officer and to submit this application together with a copy of their Club Constitution, a risk assessment and a list of provisional committee members.
- e. The application will be brought to the AU Committee to consider and decide whether to receive the proposed club into affiliated membership.
- f. Relevant SU staff, and sports centre staff will work closely alongside the AU Committee in a consultation and support capacity to advise on new club applications.
- g. The AU Committee should consider the application based on the following eligibility criteria: That the proposed Clubs should be or have:
  - h. Sufficient support in terms of probable members. 'Sufficient' is to be understood in the sense 'to ensure reasonable participation in sport' as viewed by the AU Committee of the AU.
  - i. Sufficient breadth in the distribution of probable members among years of study to ensure continued support in the future.
  - j. The resource required to operate the club efficiently, including, but not limited to, equipment, affiliation fees and facility availability or transport.
  - k. Subject to the AU Committee receiving the proposed club into affiliated membership the proposal shall be taken to AU Council to accept the new club.
  - l. The acceptance must be by a two-thirds majority vote of the AU council.

10. Clubs wishing to affiliate to outside organisations

- a. Clubs wishing to affiliate to outside organisations may do so only in accordance

with KeeleSU policy, and must seek the prior approval of the Chair of the Trustee Board.

#### 11. Athletic Union Awards

- a. There will be an annual Athletics Union Presentation Ball at which the AU shall present awards to clubs and individuals, which recognise achievements throughout the year. The awards and their specifications are listed on the KeeleSU website. The window for nominations shall be advertised by AU Committee in Semester 2 each year.
- b. Colours Awards
  - i. The Awards Committee may award the following honours to AU members, subject to the given criteria. An individual may only receive one set of colours, being awarded this in their final year of competition. They shall receive this award for competing for the Athletic Union regardless of how many clubs they have represented.
  - ii. Full Colours will be awarded for playing ability. AU Full Colours should be held in the highest esteem and shall be awarded on the basis of performance and the following criteria:
    1. Exceptional playing ability of a standard normally meriting selection by a recognised National External Body or the equivalent e.g. Sport England, and;
    2. A total of no less than two seasons of regular representative appearances or equivalent for an AU Club or representing Keele AU in BUCS
  - iii. Any recipient of Full Colours will automatically become honorary life members of the Athletic Union.
  - iv. Half Colours, held in high esteem, will be awarded for playing ability. The minimum criteria shall be as follows:
    1. If they have consistently shown outstanding performances within the AU first team or equivalent, AND
    2. A total of not less than two seasons of regular first team appearances for an AU Club.
      - a. The phrase 'regular first-team appearances' relates to both a high proportion of total matches played and all matches made available to them.

- v. Merit Colours, a very prestigious award, is not awarded solely for playing ability but for exceptional service and commitment to the AU and/or to University Sport in general and/or to their respective Club or Clubs, on an exceptional meritorious nature, whilst also participating regularly in the Club's activities.
- vi. Certificate of Commendation may be awarded to an individual on a recognised full-time course of study at Keele University, of not more than twelve months duration (eg, study Abroad, Masters Students), who shows outstanding ability and commitment to their Club/Team.

## Chapter 9 - Referenda

1. General Provisions
  - a. A referendum shall be a vote of the full membership of KeeleSU
  - b. A referendum question must contain, or refer to, a clearly discernible mandate which:
    - i. Changes KeeleSU policy, or
    - ii. Directs a KeeleSU officer or officers to act or to refrain from action, or
    - iii. Provides for an allocation or disposal of KeeleSU 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 by the reference to Chapter 12.
    - i. An electoral forum shall be appointed for the referendum in order to review the decisions of the Returning Officer as outlined in Chapter 12.
  - 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 KeeleSU 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 11 - 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 Council
  - 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, which shall be three years if passed by UGM.
  - 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 KeeleSU committees or officers and authorised by UGM or Union Council.

## Chapter 12- Election Guidance and Regulations

1. KeeleSU will arrange free and fair elections to elect all democratic positions within KeeleSU. 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. KeeleSU 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. KeeleSU 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 KeeleSU.
    - 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 Returning Officer and may (in exceptional circumstances) overturn their decision 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 KeeleSU constitution, can stand for Election and shall be considered for nomination providing a nomination is submitted on the KeeleSU website before the close of nominations.
- c. Cohort voting will be permitted for a number of positions within KeeleSU. 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 KeeleSU 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 KeeleSU.
  - 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 Returning Officer at any time from the opening of nominations until the close of polling.
- b. The Forum has the power to overturn decisions made by the Returning Officer.

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 KeeleSU 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 KeeleSU is dissatisfied with the Returning Officer’s actions or decisions:
  - i. in response to a complaint made under 11b;
  - ii. in the exercise of their powers as Returning Officer then the complainant shall have right of appeal to the Electoral Forum. Appeals may be made in writing to any member of the Forum, who must then notify the Chair, who will convene an appellate meeting of the Forum at the earliest opportunity.

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 KeeleSU, 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 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 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 12 - 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 KeeleSU 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. KeeleSU 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 KeeleSU and the sum of this shopping list will be deducted from a candidate’s budget.
  - g. Candidates wishing to purchase additional materials, not provided by KeeleSU, must provide receipts of all campaign expenditure before the close of poll.
  - h. Publicity materials must not be obtained through special relationships with suppliers.
  - i. Items freely and readily available to all candidates can be used without itemisation.
  - j. Candidates may enlist assistants, or a campaign team, for campaigning purposes.
  - k. 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.
  - l. Candidates must not undertake campaign activity which others could not reasonably do.
  - m. Candidates and their campaigners must not alter, move or remove the campaign material of any other candidate.

- n. 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 13 - 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 KeeleSU 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 Council.
    - ii. To propose motions in line with the SU policy process.
    - iii. To use all athletic, social, welfare and political facilities of KeeleSU, in accordance with the procedures of their use as laid down in the Constitution and Bye-Laws.

## Chapter 14 - Staff Protocol

1. Discussion of Staffing Issues at a Member Meeting
  - a. No staffing issues may be discussed in UGM and Union Council. 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 KeeleSU 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 Student Staff Officer 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 15 - Disciplinary, Censuring and Complaints Procedures

1. Removal from Office of a KeeleSU Officer
  - a. A motion of censure or no confidence may be submitted to any member of the Democratic Operations Group.
  - b. An EGM may be called to discuss a motion of no confidence so long as it is called in line with the provisions of these bye-laws.
  - c. A procedural motion of 'no confidence in the chair' is not the same as a motion of no confidence as outlined in this chapter.
  - d. All elected officers can be censured by a two-thirds majority of UGM, EGM, Union Council or Performance Scrutiny Committee for good cause, and can be no-confidenced by a two-thirds majority of UGM or EGM.
  - e. Passage of a motion of censure against an officer shall result in the official reprimand of that officer, and the recording of that reprimand in the KeeleSU Policy Document.
  - f. Passage of a motion of no-confidence in an officer shall result in the immediate dismissal of that officer.
  - g. Meeting with fewer than 1% of KeeleSU membership present may not pass a motion of no confidence under any circumstances. A count of members present must occur before a motion of no confidence is voted on at a General Meeting
  - h. An officer facing a motion of no confidence must be given 7 days warning of the vote occurring and be informed of the grounds of the motion. A no confidence clause may not be attached to a proposal as an amendment.
  - i. Lack of attendance to Union Council, or Union General Meetings without apologies on two occasions shall be good cause for a motion of censure against an officer.
2. Unconstitutional and Illegal Mandates
  - a. Any person acting on behalf of KeeleSU who refuses to fulfil a mandate of any KeeleSU 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.

3. Complaints and Grievance Procedure

- a. Complaints can be made against a member, officer or staff member in line with the KeeleSU complaints and code of conduct policies.
- b. Normally, no complaints regarding a KeeleSU 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 12.