



KeeleSU Bye-Laws

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Chapter 1 - Union General Meeting

1. CONVENING OF MEETINGS AND BUSINESS

- a. All Union General Meetings (UGMs) shall be convened by the Trustees, on recommendation from Executive Committee in accordance with this Constitution.
- b. There shall be at least four Union General Meetings in any one academic year.
- c. UGM shall have (but not be 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 or are near expiry, to be recorded in the policy document.
 - iii. Scrutiny of, and receipt of reports from Elected Officers.
 - iv. Hearing of motions of censure and no confidence in Elected Officers.
 - v. Scrutiny of KeeleSU's affiliation to outside organisations.
 - vi. Ratification of the KeeleSU budget.
 - vii. Ratification of the KeeleSU annual accounts.
 - viii. Awarding of honours to KeeleSU members and staff, including Honorary Life Memberships, Student Contribution Awards (SCAs) and Outstanding Staff Contribution Awards (OSCA's).
 - ix. The election of Ordinary Members of the Elections Forum.
 - x. The election of an observer to NUS conference.
 - xi. The approval of motions and/or amendments, proposed by the Sabbatical Officers, for submission to NUS conference.
 - xii. Approve the formula for allocating funding to Societies.
- d. All KeeleSU policies passed by UGM shall lapse absolutely three years after the date on which they were passed, unless specified by UGM. UGM may not provide for a policy to subsist for longer than three years.

2. NOTICE OF MEETINGS

- a. The date and time of all forthcoming UGMs shall be published in the first issue of the KeeleSU news-sheet of the academic year. Union General Meetings shall be publicised via email to all KeeleSU members, as well as notification of meetings on the KeeleSU website, appropriate notice boards and other KeeleSU publications, such as, but not limited to the KeeleSU Entertainments wall planners.

- b. It shall be the responsibility of Executive Committee, but especially the Union Development and Democracy Officer and The Student Voice Department to publicise UGMs.
 - c. It shall be the responsibility of the The Student Voice Department to prepare the Order Paper and publish it in advance of the meeting.
 - d. It shall be the responsibility of the Union Development and Democracy Officer to circulate electronic copies of UGM papers to Officers of Executive Committee and Members of Union Council in advance of the meeting.
3. CONTROL, STEERING AND MINUTING
- a. The Speaker of the House shall preside over UGM on a bench with a Steering Group, which shall normally be composed of the members . 2 Select members of Union Council, nominated from the floor to sit alongside the Chair of Union Council. The Steering Group shall always be a group of three.
 - b. Decisions of the Speaker can be overruled by a two-thirds majority of the House, following a procedural motion from the floor.
 - c. The Steering Group with advice from the Student Voice Department shall have authority to rule on the constitutionality of all business, and conduct within the House. Constitutional interpretations of the Steering Group shall be final and may not be overruled by the House. 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 record minutes of the minutes. In the event of the Student Voice Department being unable to fulfil this function, for whatever reason, the Speaker shall have the option of calling for a volunteer-minuter from the floor, or co-opting the Non-Portfolio Officer to record minutes of the meeting.
 - e. Members of the Steering Group shall show the same impartiality that is expected from the Speaker.
 - f. The Steering Group shall be responsible for counting votes cast for and against motions, and shall assist the Speaker when requested to do so.
 - g.
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 Speaker, after which a further count will be held. The meeting is then either quorate or postponed in accordance with the Constitution.

5. PROPOSAL OF MOTIONS FOR DISCUSSION

- a. Motions must be submitted by hand to the Union Development and Democracy Officer by 5pm, seven days before the meeting. All motions must legibly in ink or be typed and must bear the names, signatures and contact details of a Proposer and Seconder.
- b. Items for discussion must be written or typed legibly and must bear the name and signature of the person who wishes to speak on the matter. Items must be submitted in the same way as motions.
- c. The Union Development and Democracy Officer shall, after the deadline for motions has closed, meet with the, Student Voice Department and Chair of Union Council in order to determine the constitutionality of, and order of, business submitted.
- d. Should any motion be submitted which, in the opinion of the Union Development and Democracy Officer or the, Chair of Union Council or the Student Voice Department makes references to identifiable persons which:
 - i. Are defamatory, or
 - ii. Are unconstitutional, or
 - iii. Contravene the law of the land, then the following will take place:
 - 1. In the case of the references being, in their opinion, material to the meaning of the motion, Chair of Union Council will rule the motion out of order.
 - 2. In the case of the references not being, in their opinion, material to the meaning of the motion, those references will be deleted and the motion shall go forward in the normal manner.
- e. Where possible, the Union Development and Democracy Officer and the Student Voice Department at least 3 hours prior to the meeting, to allow copies to be distributed to the meeting.
- f. Motions may be withdrawn before the meeting by either the Proposer or the Seconder.

6. PROPOSAL OF EMERGENCY MOTIONS AND ITEMS

- a. Emergency motions must be submitted to the Union Development and Democracy Officer or the Chair of Union Council at least 3 hours prior to the meeting, to allow copies to be distributed to the meeting.
- b. Emergency motions must contain business that, by its nature, could not have been submitted before the ordinary deadline. They must also contain business which, in the best interests of KeeleSU, could not be delayed to a subsequent meeting.
- c. The Steering Group may, before a meeting begins, rule that any Emergency Item or Motion should be delayed until the next meeting. Any motion for which such a ruling is made shall be read to the meeting. The ruling may then be overturned by a simple majority following a procedural motion from the floor.

7. THE ORDER PAPER

- a. Business of UGM shall ordinarily be conducted in the following order:
 - i. Apologies for absence
 - ii. Appointment of Sergeants at Arms
 - iii. Minutes of the last meeting
 - iv. Matters arising from the minutes
 - v. Elected Officers' reports
 - vi. Question time
 - vii. Items for discussion
 - viii. Motions mandating constitutional amendment
 - ix. Other motions
 - x. Emergency motions
 - xi. Any other business
- b. The Chair of Union Council may exceptionally add items or rearrange items when preparing the Order Paper, for example to include addresses from such guests as may be invited to speak from time to time.
- c. Provision should be made for access breaks to ensure the accessibility of meetings to all members.

8. SERJEANTS AT ARMS

- a. The Speaker shall appoint members from the floor to act as Serjeants at Arms for the duration of the meeting. One member shall be appointed for each entrance/exit from the House.

- b. Serjeants at Arms shall be required to guard the doors during the voting stage of motions. No entry shall be permitted while voting is taking place.
- c. Serjeants at Arms shall not be compelled to remain at doors at any other time. Under no circumstances shall Serjeants at Arms lose their speaking or voting rights.

9. REPORTS FROM THE ELECTED OFFICERS

- a. All voting members of Executive Committee, Sabbatical and non-Sabbatical, must present a written report to the meeting; officers may supply additional verbal reports when called upon by the Speaker.
- b. Repeated failure on the part of an Officer to supply a written report to UGM shall constitute good cause for a motion of censure against that officer.

10. QUESTION TIME

- a. Written questions for the elected officers may be submitted to the Chair of Union Council or the Student Voice Department in advance of the meeting. The Speaker shall read such questions and call for answers before verbal questions taken from the floor.
- b. The Speaker shall have the discretion to leave unread written questions which are abusive or defamatory in nature.
- c. Verbal questions shall be taken from the floor at all UGMs. The Speaker shall decide on the order of speaking at all times.
- d. Repeated failure on the part of an Officer to supply a satisfactory answer in response to questioning at UGM shall constitute good cause for a motion of censure against that officer.

11. CONDUCT OF DEBATE

- a. Members wishing to speak shall indicate their wish to the Speaker, who shall decide on the priority of speaking.
- b. All speakers shall be required to declare their identity to the meeting.
- c. No member shall exceed 5 minutes in his/her speech.
- d. All expressions of an offensive nature shall be ruled out of order. The Speaker shall require offenders to apologise and withdraw offensive comments.
- e. Refusal to withdraw shall result in an instruction to stand down. Should instruction not be obeyed then the Speaker may remove the offender from the meeting.
- f.
- g. Proposers and Seconders are entitled to a 2 minute speech each.

- h. Motions may only be withdrawn during the meeting by agreement of the Proposer and Seconder. If they do not agree, the motion stands.
- i. Proposers of motions shall have the right of reply, i.e. the right to speak immediately before the motion is voted on.

12. VOTING

- a. All full members of KeeleSU in attendance shall be entitled to vote. This includes all elected officers, sabbaticals, and members of the Steering Group.
- b. Voting may be conducted by show of hands, or written slip. This shall be at the discretion of the Speaker, unless prescribed elsewhere.
- c. The Steering Group shall be responsible for the counting of votes.
- d. One recount may be taken at the discretion of the Speaker.
- e. One recount shall be made in the event of a tie. If the vote is still tied after the recount, the motion shall fail.
- f. Abstentions must be counted. Voluntary abstentions shall be recorded by the Student Voice Department with the numbers voting on the motion. All members not voting shall be counted as abstaining.
- g. Proxy votes shall be forbidden in all circumstances.

13. Procedural Motions

- a. The following procedural motions shall be available to all members present at UGM at all times:
 - i. That the House has no confidence in the Speaker
 - ii. That a ruling of the Speaker be challenged
 - iii. That the motion being heard be amended
 - iv. That the motion being heard be abandoned
 - v. That the motion being heard now be put to a vote
 - vi. That the motion being heard be split and its component mandates each voted on
 - vii. That the motion being heard be decided by referendum
 - 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 Speaker shall result in the replacement of the incumbent Speaker with another for the duration of the meeting. The order of

replacement shall be: (1) Non - Portfolio Officer (2), Union Development and Democracy Officer (3) Member of Union Council chosen from the floor, (4) a full member elected from the floor.

- c. Challenges to a ruling of the Speaker shall require a two-thirds majority of the floor in order to pass.
- d. A procedural motion that the motion being heard be decided by referendum shall require a two-thirds majority of the floor in order to pass.

14. EMERGENCY GENERAL MEETINGS

- a. An 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
- b. An EGM may only hear business for which it was convened.
- c. The Order Paper for EGM shall be drawn up by the, Student Voice Department who shall include such items as necessary, in consultation with the Union Development and Democracy Officer and the. Chair of Union Council
- d. EGMs shall be subject to all Bye-Laws applicable to UGM, except as explicitly provided for.

Chapter 2 - Union Council

1. CONVENING OF MEETINGS

- a. All meetings of Union Council shall be convened by Executive Committee, in accordance with this Constitution.
- b. That Union Council shall be required to meet monthly.

2. MEMBERSHIP AND COMPOSITION

- a. Union Council shall be composed of the following student representatives.
 - 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

3. NOTICE OF MEETINGS

- a. The date, time and location of all meetings shall be published prior to the start of the academic year.
- b. It shall be the responsibility of the Student Voice Department with the assistance of The Chair of Union Council to prepare the agenda and publish it in advance of the meeting.

- c. It shall be the responsibility of the Union Development and Democracy Officer to circulate electronic copies of Union Council papers to Councillors. This will be done at least four calendar days in advance of the meeting.
4. CONTROL, STEERING AND MINUTING
 - a. Union Council shall be controlled and steered by its Chair. If the Chair is unable, for whatever reason, to do so, the meeting shall be chaired by A member of Union Council elected from the floor. Only nominate voting members of Union Council are able to take the chair.
 - b. The Student Voice Department shall take minutes. If the Student Voice Department is unable to do so, the Chair shall call for a volunteer.
 - c. Decisions of the Chair can be overruled by a two-thirds majority of the House, following a procedural motion from the floor.
5. QUORUM
 - a. Quorum for Union Council shall be 50% of the total number of elected representatives, not including members of Executive Committee.
 - 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 chair, after which a further count will be held. The meeting is then either quorate or abandoned.
6. PROPOSAL OF MOTIONS AND ITEMS FOR DISCUSSION
 - a. Motions must be submitted to the Chair of Union Council by a deadline to be set by the Chair. All motions must be typed and must bear the names and contact details of a Proposer and Secunder.
 - b. Items for discussion must be typed and must bear the name and contact details of the person who wishes to speak on the matter. Items must be submitted in the same way as motions.
 - c. The Chair of Union Council, Union Development and Democracy Officer and The Student Voice Department shall, after the deadline for motions has closed, meet in order to determine the constitutionality of, and order of, business submitted.

- d. Should any motion be submitted which, in the opinion of the,Union Development and Democracy Officer, The Chair of Union Council and The Student Voice Department makes references to identifiable persons which:
 - i. Are defamatory, or
 - ii. Are unconstitutional, or
 - iii. Contravene the law of the land, then the following will take place:
 1. In the case of the references being, in their opinion, material to the meaning of the motion, Chair of Union Council will rule the motion out of order.
 2. In the case the references not being, in their opinion, material to the meaning of the motion, those references will be deleted and the motion, those references will be deleted and the motion shall go forward in the normal manner.
 - e. Where possible, the Chair shall aid proposers of motions by suggesting amendments to any invalid motion that would allow it to go forward.
 - f. Motions may be withdrawn before the meeting by either the Proposer or the Seconder.
7. PROPOSAL OF EMERGENCY MOTIONS AND ITEMS
- a. Emergency motions must be submitted to the Union Development and Democracy Officer or the Chair at least 3 hours prior to the meeting, to allow copies to be distributed to the meeting.
 - b. Emergency motions must contain business that, by its nature, could not have been submitted before the ordinary deadline. They must also contain business which, in the best interests of KeeleSU, could not be delayed to a subsequent meeting.
 - c. Emergency Items or Motions shall be accepted or rejected at the discretion of the Chair.
8. THE ORDER PAPER
- a. a. Business of Union Council shall ordinarily be conducted in the following order:
 - i. Apologies for absence
 - ii. Minutes of the last meeting
 - iii. Matters arising from the minutes
 - iv. Elected Officer reports
 - v. Question time
 - vi. Items for discussion
 - vii. Motions mandating constitutional amendment

- viii. Other motions
 - ix. Emergency motions
 - x. Any other business
- b. The Chair of Union Council may exceptionally add items or rearrange items when preparing the Order Paper, for example to include addresses from such guests as may be invited to speak from time to time.
 - c. Provision should be made for access breaks to ensure the accessibility of meetings to all members.

9. REPORTS FROM THE ELECTED OFFICERS

- a. All officers shall be required to submit written reports at least -1 week prior to each meeting. Officers who fail to report on two consecutive occasions shall be considered to have resigned.

10. QUESTION TIME

- a. Written questions for the elected Officers may be submitted to the Chair in advance of the meeting. Such questions shall be accepted or otherwise at the discretion of the Chair.
- b. The Chair shall deal with any written questions before verbal questions are taken from the floor.
- c. Verbal questions shall be taken from the floor at all meetings. The Chair shall decide on the order of speaking at all times.
- d. Repeated failure on the part of an Officer to supply a satisfactory answer in response to questioning at Union Council shall constitute good cause for a motion of censure against that Officer.

11. 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 5 minutes in his/her 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 stand down. Should this instruction not be obeyed then the Chair may suspend the offender's speaking and voting rights for the duration of the meeting, subject to the assent of the House.
- e. All motions shall be open for debate. There are no exceptions.

- f. Proposers and Seconders are entitled to a 2 minute speech each.

12. RIGHTS OF NON-MEMBERS

- a. KeeleSU Officers who are non-voting members of Union Council shall have full speaking rights, subject to the same restrictions as Councillors.
- b. KeeleSU members who are 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.
- c. Non-members of KeeleSU may be granted the right to attend and/or speak only by resolution of the House.

13. VOTING

- a. Only elected members of Union Council and elected members of the Executive Committee in attendance shall be entitled to vote on motions regarding policy. Only elected members of Union Council in attendance shall be entitled to vote on motions of scrutiny. The Chair shall only exercise a casting vote.
- b. Voting may be conducted by show of hands, or written slip. This shall be at the discretion of the Chair, unless prescribed elsewhere.
- c. The Chair of Union Council shall be responsible for the counting of votes.
- d. One recount may be taken at the discretion of the Chair.
- e. In the event of a tie, the Chair shall exercise casting vote.
- f. Abstentions must be counted. Voluntary abstentions shall be recorded by the Student Voice Department with the numbers voting on the motion. All members not voting shall be counted as abstaining.
- g. Proxy votes shall be forbidden in all circumstances.

14. 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
 - ii. That the motion being heard be amended
 - iii. That the motion being heard be abandoned
 - iv. That the motion being heard now be put
 - v. That the motion be split and its component mandates each voted on
 - vi. That those who are not voting members be excluded

- vii. That the meeting be closed
 - viii. That there shall be a count of quorum to determine if the meeting is quorate
 - ix. That the House has no confidence in the Chair
- b. Motions of no confidence in the Chair shall result in the replacement of the
 - c. incumbent Chair with another for the duration of the meeting.
 - d. Challenges to a ruling of the Chair shall require a two-thirds majority of the floor in order to pass.
15. EXTRAORDINARY MEETINGS OF Union Council
- a. An Extraordinary Union Council 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 20 Representatives
 - b. The Order Paper for Extraordinary Union Councils shall be drawn up by the , Student Voice Department with the Chair of Union Council who shall include such items as necessary
 - c. Extraordinary Union Council shall be subject to all sections of the Constitution and Bye-Laws applicable to Union Council, except as explicitly provided for.

Chapter 3 - Executive Committee

1. QUORUM

- a. During term-time, quorum shall be three sabbatical officers and 2 non-sabbatical officers.
- b. Outside of term-time, quorum shall be three sabbatical officers. However, every reasonable effort should be made to contact those Executive Committee officers who have indicated that they are available for meetings during the holidays.

2. CONTROL

- a. The Chair of Union Council shall be chair.
- b. The Union Development and Democracy Officer shall be vice-chair.
- c. Budgetary control will lie with the Activities and Community Officer
- d. 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 shall be responsible to Union Council for all KeeleSU activities.
- c. Executive Committee shall implement the policies of the Union Council and UGMs as detailed in the Policy Document.
- d. Executive Committee may implement policies of its own design, reporting and justifying these to the Union Council and UGMs.
- e. The Executive Committee may create such ad-hoc forums as from time to time are necessary for the operation of KeeleSU, clearly setting down the composition and responsibilities of such committees.
- f. Executive Committee shall be responsible with involvement from the relevant Union Councillors for organising awareness campaigns relating to KeeleSU's policy on Equal Opportunities in matters of ageism, disability, gender, political or other opinions, race, religion, sexual identity and split sites.
- g. Members of Executive Committee may invite any other individual to their meetings for the purpose of giving information.
- h. The decision of denying a platform shall rest with a majority vote of Executive Committee, with the advice of the Union Council on a case by case basis.

- i. If 10 full members formally complain to the Union Development and Democracy Officer within 36 hours of the Executive Committee decision being published then the house mandates that an EGM be called.
- j. Further objections to the decisions may be made by way of an appeal to Union Council.

Chapter 4 - Finance Committee

1. COMPOSITION

- a. The voting members of the Finance Committee shall be:
 - i. The Chair of the Trustees (as Chair)
 - ii. 2 Officer Trustees
 - iii. 1 Student Trustee
 - iv. 1 Lay Trustee
- b. These members shall be appointed by the board of the trustees.
- c. The non-voting members of the Finance Committee shall be:
 - i. Two Senior Managers of KeeleSU.
 - ii. Management Accountant of KeeleSU.
 - iii. A nominee of the University, appointed by the University Strategic Planning Committee.
 - iv. Union Development and Democracy Officer's Personal Assistant, who shall be secretary.
- d. In the absence of the Chair they may nominate another available trustee to attend in their place. The committee shall then nominate a chair the start of the meeting.
- e. Voting members may, from time to time, invite particular members of both KeeleSU and University staff to attend if they feel there is a need. Non-voting members must seek the Chair's approval before inviting individuals.
- f. Although they may not vote, attendance of the non-voting members shall be encouraged at all meetings.
- g. Resignation and removal of Committee members: If any member resigns from the Committee, the Board of Trustees should seek to appoint a replacement; with the exception of the nominated University member. Any proposal (which must be made or supported by at least 2 Committee members) that any member should be removed from the Committee should be considered by the Board of Trustees who should take the final decision on whether it is necessary and if so seek to appoint a replacement; with the exception of the nominated University member. If the nominated University member resigns or if there is a proposal for their removal (which must be made or supported by at least 2 Committee members), it is the responsibility of the University's

Strategic Planning Committee to review and where appropriate nominate a suitable person to become a member.

2. QUORUM

- a. Quorum shall be three Trustees.
- b. For any motion to pass it must be passed by at least 3 voting committee members.

3. FUNCTIONS AND RESPONSIBILITIES

- a. The Finance Committee shall:
 - i. Manage KeeleSU finances and resources so that KeeleSU policy can be put into practice.
 - ii. Approve a budget for presentation to and approval by the Trustee Board. Further ratification is needed from a KeeleSU General Meeting.
 - iii. Report the state of KeeleSU's finances to Executive Committee, UGMs and Union Council through the Chair of the Trustees.
 - iv. Recommend to the Trustee board the approval of KeeleSU's annual accounts to be presented to the University's Strategic Planning Committee.
 - v. Be financially responsible for the operation of KeeleSU commercial services.
 - vi. Be responsible for the fair allocation of grants to KeeleSU societies, according to the Constitution.
 - vii. Be responsible for publishing annually a list of external organisations to which KeeleSU is affiliated, with details of subscription, and to review this list.
 - viii. Be financially responsible for the operation of KeeleSU services and ensure that KeeleSU's internal financial procedures are followed at all times.

4. MISCELLANEOUS

- a. Any extra-budgetary expenditure approved by the Finance Committee that is above £500 must be referred to Union Council for further ratification.
- b. Decisions made by Finance Committee will be reported to Union Council an UGMs by the Chair of the Trustees. Decisions of the Finance Committee may be alterable by Trustee Board alone.

5. COMMITTEE AGENDA

- a. All Finance agendas be available for inspection by KeeleSU members, via a request to the Chair of the Trustees, 3 calendar days before the scheduled meeting.
- b. The agenda is at the discretion of the Chair except it shall always contain a final item entitled "Reserved Items", determined by a majority vote of the voting members.

- c. Reserved Items are those which are delegated to the Finance Committee of the Students' Union by the University.
- d. Items which concern the University on KeeleSU's relationship with the University should be considered confidential. Such items shall be placed under reserved agenda.

Chapter 5 - Remuneration and Human Resources Committee

1. COMPOSITION

- a. The voting members of the Remuneration and HR Committee shall be:
 - i. The Chair of the Trustees (as Chair)
 - ii. 2 Officer Trustees
 - iii. 1 Student Trustee
 - iv. 1 Lay Trustee
- b. These members shall be appointed by the board of the trustees.
- c. The non-voting members of the Remuneration and HR Committee shall be:
 - i. Two Senior Managers of KeeleSU.
 - ii. A nominee of the University Director of Human Resources.
 - iii. Union Development and Democracy Officer's Personal Assistant, who shall be secretary.
- d. In the absence of the Chair they may nominate another available trustee to attend in their place. The committee shall then nominate a chair the start of the meeting.
- e. Voting members may from, time to time, invite particular members of both KeeleSU and University staff to attend if they feel there is a need. Non-voting members must seek the Chair's approval before inviting individuals.
- f. Resignation and removal of Committee members: If any member resigns from the Committee, the Board of Trustees should seek to appoint a replacement; with the exception of the nominated University member. Any proposal (which must be made or supported by at least 2 Committee members) that any member should be removed from the Committee should be considered by the Board of Trustees who should take the final decision on whether it is necessary and if so seek to appoint a replacement; with the exception of the nominated University member. If the nominated University member resigns or if there is a proposal for their removal (which must be made or supported by at least 2 Committee members), it is the responsibility of the University's Director of Human Resources to review and where appropriate nominate a suitable person to become a member.

2. QUORUM

- a. Quorum shall be three Trustees.
- b. For any motion to pass it must be passed by at least 3 voting committee members

3. FUNCTIONS AND RESPONSIBILITIES

- a. The Remuneration and HR Committee shall:
 - i. Be responsible for all policy relating to staff employed by KeeleSU including appointment and dismissal.
 - ii. Investigate student complaints about staff members that have been submitted in writing to the Union Development and Democracy Officer.
 - iii. Consider recommendations from the Senior Managers in all matters pertaining to the employment of KeeleSU staff.
 - iv. Ensure KeeleSU operates as an equal opportunities employer.
 - v. Be responsible for upholding the KeeleSU staff protocol.

4. MISCELLANEOUS

- a. The minutes of the Remuneration and HR Committee shall be closed and confidential and will only be submitted to the board of trustees.
- b. The chair shall exercise special care in closing meetings under Article 12(1) and in making exclusions under Article 7(6), in order to prevent breach of relevant employment law.

Chapter 6 - 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
 - ii. 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 Officers 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.

5. COMMITTEE ACCOUNTABILITY

- a. The Performance Scrutiny Committee is responsible to the Union membership and shall produce a report detailing its proceedings to each UGM without fail.

Chapter 7 - Officers

1. GENERAL PROVISIONS

- a. All Elected Officers of KeeleSU shall be elected according to the Election By-laws. They shall thereafter abide by the Constitution and By-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, which may be prescribed in Chapter 7 of the By-laws. 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 full meetings of the membership. 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 to a high standard and within the stated timeframe.
- f. All Elected Officers whose standing orders include the chairing of any forum shall be held personally responsible for the activities of, and decisions made by, their forums.

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 following officers shall retain signatory capabilities:
 - i. The Activities and Community Officer
 - ii. The Athletic Union and Sport Officer
 - iii. The Union Development and Democracy Officer
- e. All Full-Time Officers shall provide written reports to meetings of the full membership. The report must include, but is not limited to:

- i. Information of completed work
 - ii. Information of matters important to the members
- f. All Full-Time Officers shall provide verbal reports to Union Council and Union Executive Committee.
- g. All Full-Time Officers shall make provisions for information about the State of KeeleSU's finances to be presented to the full membership.
- h. All Full-Time Officers shall share joint responsibility for training Part-Time Officers.
- i. All Full-Time Officers shall have the responsibility to build and maintain a positive working relationship with the University.
- j. All Full-Time Officers shall be expected to spend a minimum average of 40 hours per week fulfilling the tasks, duties and responsibilities of their role.
- k. All Full-Time Officers shall be expected to suspend full-time study whilst holding the sabbatical post.
- l. All Full-Time Officers shall become office holders, remunerated for their services to KeeleSU.
- m. All Elected Officers are expected to play an active role in University Open and Visit Days.
- n. All Full-Time Officers will be expected to contribute to a 'handover' during the induction period of the 'officer elects' in the final weeks of their term in office.
- o. The Union Development and Democracy Officer shall have the following responsibilities:
 - i. In the first instance, the UDD Officer shall be responsible for 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. The UDD Officer shall co-ordinate the KeeleVotes working group.
 - 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. Campaigns 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. 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.
- viii. The UDD Officer shall work to ensure widespread understanding of the Union's activities, developments and achievements, among students, the University and the wider public.
- 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. The UDD Officer shall work to maintain positive links with the University and KeeleSU Alumni.
- xii. The UDD Officer shall sit on appropriate university committees and working groups, providing written or verbal reports where appropriate.
- xiii. Where the UDD Officer is the only KeeleSU student representative on the committee, they may send a nominee if they are unable to attend.
- xiv. Committees shall include, but are not limited to:
 1. Council (no nominee)
 2. Senate

3. University Student Liaison Committee
 4. University Disciplinary Committee
- xv. 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 Executive
 3. Finance and General Purposes
 4. Staffing and Human Resources
 5. Senior Managers Meetings
- xvi. The UDD Officer shall be elected via a cross-campus ballot, in accordance with these by-laws.
- p. 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 operate and oversee the course representative system: Student Academic Representatives (StARs). 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 StARs 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. University Student Liaison Committee
 - 3. Faculty of Health Learning and Teaching Committee
 - 4. Faculty of Humanities and Social Science Learning and Teaching Committee
 - 5. Faculty of Natural Sciences Learning and Teaching Committee
 - 6. Quality Assurance Committee
 - 7. Library and IT Advisory Group
- 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 Executive
 - 3. Finance and General Purposes
 - 4. Staffing and Human Resources

5. Senior Managers Meetings

- xiii. The Education Officer shall be elected via a cross-campus ballot, in accordance with these by-laws.
- q. 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 of internationalisation 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 Student Led Services with welfare focuses.
- xi. In partnership with the Activities and Community 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 Ethic (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
 2. University Student Liaison Committee
 3. Accommodation Strategy Management Group
 4. Campus Safety
- 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 Executive
 3. Finance and General Purposes
 4. Staffing and Human Resources

5. Senior Managers Meetings

- xv. The Welfare and Internationalisation Officer shall be elected via a cross-campus ballot, in accordance with these by-laws.
- r. 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 co-ordinating 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 by-laws of KeeleSU, and have plans to develop.
 - 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, 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 encourage the membership to participate in schemes such as cross-campus and halls based activities.
 - vii. 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.
 - viii. The Activities and Community Officer shall ensure that all committee members of affiliated societies and student led services are democratically elected, and are provided with training opportunities.
 - ix. 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.

- x. The Activities and Community Officer shall have responsibility for supporting Student Led Services.
- xi. 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.
- xii. The Activities and Community Officer shall support raising and giving activities.
- xiii. The Activities and Community Officer shall be responsible for ensuring that the following Part-Time Officers are supported:
 - 1. Society Executive Members
 - 2. Hospital Campus Officer
- xiv. 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
 - 2. University Student Liaison Committee
 - 3. Keele Communities Together Working Group
- xv. 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 Executive
 - 3. Finance and General Purposes
 - 4. Staffing and Human Resources
 - 5. Senior Managers Meetings
- xvi. The Activities and Community Officer shall be elected via a cross-campus ballot, in accordance with these by-laws.
- s. The 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 and operational management 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 co-ordinating 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 by-laws of KeeleSU, and have plans to develop.
- 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. They shall ensure that all members are democratically elected and are trained part-time officers.
- xi. The AU and Sport Officer shall convene and chair meetings of the Athletic Union Council.
- xii. The AU and Sport Officer shall be responsible the organisation of events including, but not limited to: Varsity, AU Balls, Freshers' Sports Fair.
- xiii. 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.
- xiv. 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
- xv. The AU and Sport Officer shall sit on appropriate university committees and working groups, providing written or verbal reports where appropriate.
- xvi. 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.
- xvii. Committees shall include, but are not limited to:
1. Senate
 2. University Student Liaison Committee
 3. Sports Management Group
- xviii. The AU and Sport Officer shall sit on/attend appropriate KeeleSU Committees, providing written or verbal reports where appropriate. Committees shall include, but are not limited to:
1. Trustee Board
 2. Union Executive
 3. Finance and General Purposes
 4. Staffing and Human Resources
 5. Senior Managers Meetings
- xix. The AU and Sport Officer shall be elected via a cross-campus ballot, in accordance with these by-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 in a timely manner to Union Council, in accordance with KeeleSU By-laws. The report shall include, but is not limited to:
 - i. Information of completed work

- ii. Information of matters important to the members
- 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 promoting, representing and guiding 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 and non-reporting member of both Union Council and Union Executive.
 - iv. The Chair of Union Council shall execute such other functions as are required by this Constitution.
 - v. The UDD Officer shall be the designated support Full-Time Officer for the Chair of Union Council.
 - vi. The Chair of Union Council shall be elected via a cross-campus ballot, in accordance with these by-laws.
- h. Black and Minority 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. The Welfare and Internationalisation Officer shall be the designated support Full-Time Officer for the BME Students' Officer.
 - vii. Only members who define as Black or Minority Ethnic may stand for this position.
 - viii. 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 by-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 students.
 - ii. The Disabled Students' Officer shall be responsible for upholding and developing KeeleSU's policy on equality and diversity.
 - 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 Disabled Students' Officer shall be responsible for increasing awareness of disability prejudice and discrimination, and will proactively campaign to oppose and challenge inequality.
 - v. The Disabled Students' Officer shall be a voting and reporting member of Union Council.
 - vi. The Welfare and Internationalisation Officer shall be the designated support Full-Time Officer for the Disabled Students' Officer.
 - vii. Only members who define as Disabled may stand for this position.
 - viii. The Disabled Students' Officer shall be elected via a ballot of all students who define as Disabled and in accordance with these by-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 Area

and National level.

- v. The Environment and Campus Officer shall be a voting and reporting member of Union Council.
- vi. The UDD Officer shall be the designated support Full-Time Officer for the Environment and Campus Officer
- vii. The Environment and Campus Officer shall be elected via a cross-campus ballot, and in accordance with these by-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. These shall include but are not limited to: female, male, transgender, non-binary.
- 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. The designated Women's position of Gender Equality Officer shall be ex-officio delegate to NUS Women's Conference. If they are unable to attend they shall be able to send their counterpart as a nominee.
- vii. The Gender Equality Officers shall be voting and reporting members of Union Council.
- viii. The Welfare and Internationalisation Officer shall be the designated support Full-Time Officer for the Gender Equality Officers.
- ix. The Gender Equality Officers positions shall be elected via a cross-campus ballot, and in accordance with these by-laws.

l.

m. 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.
- iv. The Hospital Campus Officer shall be a voting and reporting member of Union Council.
- v. The Activities and Community Officer shall be the designated support Full-Time Officer for the Hospital Campus Officer.
- vi. Only members whose studies are based at the Hospital Campus may stand for this position.
- vii. The Hospital Campus Officer shall be elected via a ballot of all students studying at the Hospital Campus and in accordance with these by-laws.

n. 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' Officers shall be a voting and reporting member of Union Council.
- vi. The Welfare and Internationalisation Officer shall be the designated support Full-Time Officer for the International Students' Officer.

- 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 by-laws.
- ix.
- o. 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' Officers shall be a voting and reporting member of Union Council.
 - vii. The Welfare and Internationalisation Officer shall be the designated support Full-Time Officer for the LGBT+ Students' Officer.
 - 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 by-laws
- p. 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 things that will be of interest to postgraduate 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 Officer shall be a voting and reporting member of Union Council.
 - vi. The Education Officer shall be the designated support Full-Time Officer for the MPD Officer.
 - 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 by-laws.
- q. 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 and Union Executive.
 - iv. The Non-Portfolio Officer shall act as the delegate of Union Council to Union Executive.
 - v. The UDD Officer shall be the designated support Full-Time Officer for the Non-Portfolio Officer.
 - vi. The Non-Portfolio Officer shall be elected via a cross-campus ballot, and in accordance with Chapter 14 of these by-laws.
- r. 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 things 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 a voting and reporting member of Union Council.
 - vi. The Education Officer shall be the designated support Full-Time Officer for the Postgraduate Students' Officer.
 - 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 by-laws.
- s. 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. The UDD Officer shall be the designated support Full-Time officer for the Student-Staff Officer
 - v. Only members who are KeeleSU staff members may stand for this position.
 - vi. The Student-Staff Officer shall be elected via a ballot of all student staff working within KeeleSU and in accordance with these by-laws.
- t. 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. There shall be 7 open portfolio positions on Societies' Executive.
 - iv. Only members who are committee member of a KeeleSU affiliated society may stand for this position.

- v. Societies' Executive Members will be expected to carry out their duties in accordance with this Constitution
 - vi. 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 by-laws.
- u. 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 Union Council.
 - iii. There shall be 4 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 in accordance with this Constitution and the AU Constitution.
 - vi. AU Committee members shall be elected via a ballot of all students who are members of an AU affiliated club and in accordance with these by-laws

Chapter 8 - 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 on application to the Activities and Community Officer.
- b. Applicants shall submit proof of ten qualifying members having been enlisted into membership.
- c. For the purposes of paragraph 1.b, a qualifying member is:
 - i. a Full Member of KeeleSU, or
 - ii. an Associate Member of KeeleSU as defined by Chapter 15.
- d. The Activities and Community Officer shall approve an application only when he/she is satisfied that:
 - i. All of the above conditions have been met, and
 - ii. All other requirements of these Bye-Laws have been fulfilled.

2. EXISTING SOCIETIES WISHING TO AFFILIATE TO 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 at the discretion of Union Committee.

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. Societies may enlist members who are not full or associate members of KeeleSU, but these members shall comprise no more than one third of the society's total membership.
- c. All elected members of a society's executive must be full members of KeeleSU.
- d. KeeleSU societies, their executives and members acting under the auspices of a KeeleSU society shall be bound at all times by KeeleSU policy.
- e. It shall be the responsibility of the President of a society to re-register their society at the start of every year. This involves informing the Activities and Community Officer of the names and contact details of the society's executive, and also any changes in that executive for the commencing year.
- f. Societies must do their utmost to send each member of their committee to relevant training sessions.
- g. Societies must ensure that their committee members are elected, through a fair and democratic procedure as outlined in their Society Constitution.

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. Where a ruling has been made under paragraph D.03, the executive of the society in question shall be under an obligation to amend its Constitution in order to comply with KeeleSU's Constitution and Bye-Laws. Societies failing to do so shall be subject to penalties under Section H.
- d. A KeeleSU society shall normally have specific functions, purposes or objectives. The Society Constitution must outline these.
- e. 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.

- f. A Society Constitution shall prescribe a mechanism for the election of the executive. This mechanism must provide for an election in which all society members who are:
 - i. Full Members of KeeleSU, and
 - ii. Fee-paying members of the society are entitled to stand, and to vote.

5. SOCIETY FUNDING

a. Grants

- i. All societies will be eligible to receive any of the below grants if they have registered with the Student's 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 upon the discretion of F&GP

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.
 - 2. Society numbers and therefore the amount of grant received shall be calculated through membership fees paid into the society account as of the 31st October, both inclusive and exclusive of society sign-up. If additional membership fees are paid into the society account outside of society sign-up, the society must notify the Activities and Community Officer how many members have been recruited and supply their names and Keele card numbers to receive the per capita

grant for those members.

3. There'll be a secondary deadline for membership grants on the first Friday of February. Societies must notify the Activities & Community Officer if any additional members have been signed up since the first deadline, exclusive to society sign-up.

c. Supplementary Activity Grant (SAG)

- i. Any society may apply for a supplementary activity grant if they feel membership fees and per capita grants won't cover their activities at any point in the year. Any monies granted by the SAG must be exclusively to cover activities or publicity costs and not socials in any circumstances.
 1. The SAG will be decided at a Finance Committee meeting. The SAG may be applied for at any point in the year.
 2. Any grants over £500 must be approved by the Trustee board before being granted

d. Capital Grants

- i. All societies may apply for a capital grant, for the purchase of equipment or other capital goods which the society requires in order to effectively operate its aims and objectives. All purchases will remain the property of KeeleSU, and will be held and stored by KeeleSU unless other reasonable arrangements are agreed by Finance Committee.
 1. Societies must levy a membership fee. Such a fee shall not be charged more than once per member per academic year.
 2. Societies may undertake legitimate fund-raising activities within the law of the land. All funds raised thereby shall be accounted for and maintained by KeeleSU.

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, apart from the following exceptions:

- i. A cash float used in the selling of tickets, this will be signed off by the Treasurer and President after every use.
 - ii. An online fundraising account which has been vetted by the Activities & Community Officer. All money from this must go entirely into the society account at the end of each semester. Statements must be made available on request to the Activities & Community Officer.
- c. Payments from society accounts will normally be by cheque drawn on the society account.
- d. Invoices or receipts will be required as proof of expenditure.
- e. All expenditure authorisations shall be at the discretion of the Activities and Community Officer.
- f. Cash advance may only be made at the discretion of the Finance and General Purposes Committee.
- g. 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.
- h. 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
- i. A society found to be doing so shall be subject to penalties and measures under Section H.
- j. 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 Activities and Community Officer.
8. Powers of the Vice-President (Finance & Activities) in relation to KeeleSU societies
 - a. The Activities and Community Officer may, by order, set a minimum and/or maximum membership fee to be levied by KeeleSU societies. These fees must be the same for all societies, and shall not apply retrospectively if the level is raised or lowered during the course of an academic year.
 - b. The Activities and Community Officer shall have authority to freeze a society's account or assets, pending appropriate action, in the following circumstances:
 - i. When he/she believes that a society's constitution, action or finance is in breach of the law of the land.
 - ii. When a society is in defiance of a ruling made under Section D.03.
 - iii. When he/she believes that a society's use of funds is unconstitutional, especially under Section F.04
 - c. A Society may appeal to the Union Council against an action of the Activities and Community Officer under H.02.i and H.02.ii. The Union Council may only overrule the Activities and Community Officer if it believes that the society is not in breach of the law or the Constitution.
 - d. All contracts entered into by a Society with an external organisation must be countersigned by the Activities and Community Officer.
 - e. The Activities & Community Officer shall have to 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. THE SOCIETY FORUM

- a. There shall be a Society Forum, which shall meet at least once per semester.
- b. The Activities and Community Officer shall be convener and chair.
- c. The Society Forum shall be an arena to share good society practice, discuss policy on societies, discuss society concerns and raise any new ideas.
- d. The Society Forum shall be open to everyone.

10. 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 Finance and General Purposes Committee, only when the Committee holds that the society is in breach of charity law or financial regulations.
- e. A KeeleSU Society shall be automatically dissolved when its membership falls below ten. J.06 Should a society be closed down, for whatever reason, then all its assets shall be held in trust by KeeleSU for three years, after which it will be amalgamated into the capital grant pot.

11. SOCIETIES WISHING TO DISAFFILIATE FROM KEELE SU

- 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 his/her nominee is present. K.02 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.

12. ELECTIONS FOR KEELESU SOCIETIES

- a. Societies must include a mechanism for elections in their constitution.
- b. These elections must be open and accessible for all members to run and vote for positions. Restrictions on who can run may only be made with the agreement of the Activities & Community Officer.
- c. The three executive committee positions may only be contested by full members of KeeleSU who are not KeeleSU sabbatical officers.
- d. Each society must choose two members to act as returning officers. These will be impartial to the elections and must not be running for a position or backing another candidate. Only these two members will count the votes and declare the elected members.
- e. In the event of undemocratic and unfair elections being run KeeleSU reserves the right to declare the elections null and void pending a fair elections process.

13. SPECIAL REGULATIONS: RAISE AND GIVE (RAG)

- a. RAG is exempt from Section H.01. 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 9 - Honours

Chapter 10 - Referendums

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 any issue 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 question for a referendum shall be proposed by the persons or body proposing the referendum.
- c. The referendum question must be ratified by The Deputy Returning Officer at least seven days in advance of polling, subject to the approval of Elections Forum.
- d. The Deputy 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
- e. The Deputy Returning Officer should pay due regard to the views of two opposing sides of the referendum as to the question.

- f. A decision of the Deputy 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 time to the greatest benefit to the membership.
- c. A referendum shall be held 2 to 6 academic weeks after it has been proposed unless the proposer accepts an extension.

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.

Chapter 11 - Policies and the Policy Document

1. INTERPRETATION OF POLICIES
 - a. All policies shall be interpreted in such a manner as to accord with the Constitution.
 - b. The Chair of Union Council and a select group of Union Councillors may rule on the meaning of policies upon receipt of a query from any member of KeeleSU who believes that a policy is ambiguous.
 - c. In the case of one policy conflicting with another, the doctrine of implied repeal shall apply; the policy passed most recently shall supersede the other.
 - d. Policy interpretations of Union Council are binding upon other officers and committees, and shall not be overridden except by way of policy amendment.
2. POLICY DOCUMENT: GENERAL PROVISIONS
 - a. The keeper of the Policy Document shall be the Student Voice Department
3. POLICY DOCUMENT: MANDATES OF UGM AND Union Council
 - a. The Document shall include a section which shall contain the full text of all motions passed by UGM and/or Union Council. The record shall contain the date upon which motions were passed and a date of expiry, which shall be calculated according to Regulation.
 - b. All motions shall be included for a period of three academic years after the date on which they were passed, regardless of whether policies resultant from them (if any) are still in force.
 - c. Failed motions shall not be recorded in the Document.
4. POLICY DOCUMENT: RESULTANT POLICIES IN FORCE
 - a. The Document shall include a section which shall contain the full text of all active policies which are not included in full as part of a UGM or Union Council motion. This includes policies which result from a number of motions, policies whose text has been amended by further motions, and policies which have been renewed in whole or in part from a policy resultant from a motion which is too old to be included under Section C.
 - b. The record of each policy shall include the date(s) upon which the policy was passed, the body/bodies responsible (UGM, EGM, Union Council, Extraordinary Union Council) and an expiry date.
5. POLICY DOCUMENT: 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.

- b. Codes of Conduct operating in a constitutional manner shall not lack force by reason of not being included in the Policy Document, but it shall be the responsibility of officers and committee chairs to ensure that codes of conduct for which they or their committee are responsible are presented to Union Council for inclusion. Failure to do so shall constitute good cause for a motion of censure against the responsible officer.

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. The trustees 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. The Returning Officer 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 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 re-scheduled 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 ByeLaws.

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 his/her nominees within 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 open 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 he or she considers 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 his/her 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 fulltime 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.

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 the 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 himself/herself. 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 and Fees

1. MEMBERSHIP, CLASSES OF MEMBERSHIP AND FEES

- a. There shall be the following classes of membership:
 - i. Full Membership, as defined in Clauses 12-15 of the Constitution.
 - ii. Graduate Associate Membership, available to all those formerly eligible for full membership. A 'Grad card' shall be issued upon receipt of the appropriate payment. The 'grad card' shall last for a period of five years, after which it shall be subject to renewal.
 - iii. Honorary Life Membership, awarded by UGM to those who have, in its opinion, performed such services for KeeleSU as to merit lifetime membership. Honorary Life Membership will only become active once all other types of membership cease.
 - iv. Staff Membership, available to all University staff, and to employees of KeeleSU.
 - v. Temporary Associate Membership, granted to visitors on a day-to-day basis and on admittance to the building.
 - vi. Unemployed Associate Membership, granted to persons over the age of 18, at the discretion of Executive Committee on a semester basis, who are registered unemployed.
 - vii. Student Organisation Membership, available to members of other Students' Unions or similar organisations (e.g. the NUS) at the discretion of Executive Committee.
 - viii. Membership classes listed in A1(b) to A1(g) shall collectively be 'associate members'.
- b. KeeleSU will ensure full commitment to the policy of no-platform for individuals or groups who promote prejudicial, discriminatory or intolerant views or practices.

Chapter 14 - Privileges and Responsibilities of Members

1. PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP

- a. All members of KeeleSU are expected to abide by the Constitution and Bye-Laws, and by such codes of conduct as are in operation.
- b. When attending a meeting, unless specifically prevented from doing so elsewhere in the Constitution and Bye-Laws, members are required to vote in favour of, against, or else abstain on a proposal if one is put forward.
- c. Full 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 to any KeeleSU body.
 - 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.
 - iv. To be a member of the National Union of Students.
 - v. To attend any meeting of KeeleSU with the exception of Staffing Committee and the closed business of Finance & General Purposes.
- d. Staff, Honorary Life, Associate and Students Organization Members shall have the right:
 - i. To use all KeeleSU facilities
 - ii. To introduce guests to KeeleSU buildings
- e. Temporary, Associate, Unemployed and Student Organisation Members shall have the right to use KeeleSU commercial facilities.
- f. Non-members using KeeleSU's Premises and Facilities must abide by the code of conduct of the building and will be granted Temporary Associate Membership at the discretion of Executive Committee upon entrance to the building.

Chapter 15 - Staff Protocol

1. COMMERCIAL PRACTICE

- a. The business of KeeleSU shall be conducted:
 - i. In accordance with good business practices
 - ii. In accordance with the University's Financial and General Regulations
 - iii. To meet KeeleSU's particular circumstances as approved by UGM or Union Council and the University.

2. DISCUSSION OF STAFFING ISSUES BY KeeleSU BODIES

- a. No staffing issues, except staffing policy, 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 Staffing and Executive Committees under closed agenda; no minutes will be taken.
- b. Where Executive Committee wishes to discuss staffing matters in closed agenda a Senior Manager may be invited to attend for specific item(s).
- c. Notification of decisions and the enactment of the various Committees' policies through the staff are the duty of the Senior Managers. All matters related to staff will be conducted through the relevant manager.

Chapter 16 - Disciplinary, Censuring and Complaints Procedures

1. CODES OF CONDUCT

- a. Disciplinary codes of conduct shall be approved by UGM or Union Council and by the University, to apply to all members and non-members using KeeleSU's premises and/or facilities, and shall be published accordingly in the manner of KeeleSU policies.

2. ENTERTAINMENT AND LIQUOR LICENSEES' ISSUES

- a. Issues that are, under the law of the land, the provision of the licensees of KeeleSU, shall be dealt with by the licensees. A Sabbatical Officer shall, under normal circumstances, be in attendance at all discussions of such issues and at appeals made by students against licensees' decisions.
- b. If a student with a grievance feels that the licensees are denying them a fair hearing and/or appeal then the problem should be brought to an appropriate Sabbatical Officer who has not been involved with the case to that point, who will take up the matter appropriately.

3. REMOVAL FROM OFFICE OF A KeeleSU OFFICER

- a. All elected KeeleSU Officers, Sabbatical and non-Sabbatical, and Union Councillors can be censured by a two-thirds majority of UGM, EGM or Performance Scrutiny Committee for good cause, and can be no-confidenced by a two-thirds majority of UGM or EGM for good cause
- b. Non-sabbatical Officers defined by Chapter 7 C01 and C04 and Union Councillors can be censured or no-confidenced by a two-thirds majority of Union Council for good cause.
- c. Passage of a motion of censorship against an officer or representative shall result in the official reprimand of that officer or representative, and the recording of that reprimand in the KeeleSU Policy Document.
- d. Passage of a motion of no-confidence in an officer or representative shall result in the immediate dismissal of that officer or representative.
- e. Lack of attendance to Union Council, Union General Meeting and other KeeleSU meetings without apologies on three occasions shall be good cause for a motion of censure against an officer.

4. UNCONSTITUTIONAL AND ILLEGAL MANDATES

- a. Any person acting on behalf of KeeleSU who refuses to fulfil a mandate of any KeeleSU body (including, but not limited to, UGM, EGM, Union Council, Emergency Union Council, Executive Committee, Staffing Committee and Finance and General Purposes Committee) that would be inconsistent with this

Constitution or in contravention of the law of the land, shall not be eligible for any disciplinary action under any circumstances.

5. COMPLAINTS AND GRIEVANCE PROCEDURE

- a. Any member of KeeleSU may address complaints and grievances, in writing, to the Union Development and Democracy Officer, who shall initiate the following procedure, except when the complaint is about an issue or problem which:
 - i. involves a licensee's decision.
 - ii. Involves the need to consider removing an elected officer or representative.
 - iii. is the province of Remuneration and HR Committee
- b. Normally, no complaints regarding a KeeleSU election or the conduct of any candidate or election official shall be considered under this procedure.

6. COMPLAINTS NOT REGARDING A SABBATICAL OFFICER

- a. The following procedure shall be followed for all complaints which comply with E1 and do not concern the actions of one or more sabbatical officers as defined by Chapter 7 A01.

Chapter 17 - Trustees

1. TRUSTEES

- a. The Trustees of KeeleSU are defined in Article 35 of the constitution.

2. KEY RESPONSIBILITIES OF TRUSTEES

a. The Trustees Shall

- i. At all times act in the best interests of KeeleSU.
- ii. Ensure that the Union complies with its governing documents, all applicable laws and statutory regulations or any regulations of any governmental, quasi-governmental, supra-national or other competent agency (including, without limitation, all health and safety legislation) in force from time to time.
- iii. Ensure that KeeleSU's governance is of the highest possible standard and quality, including (but not limited to):
 1. Ensuring that KeeleSU has a governance structure that is appropriate to an organisation of its size, complexity, stage of development and its charitable objects and that enables the Trustees to fulfil their responsibilities;
 2. reflecting annually on the Trustee Board's performance and that of individual Trustee;
 3. ensuring that the Trustee Board has the skills required to govern KeeleSU well and has access to relevant external professional advice and expertise;
 4. ensuring that there is a systematic, open and fair procedure for the Election or recruitment of Trustees;
 5. ensuring that there are succession plans for the Trustees and the Senior Managers where possible;
 6. participating in individual and collective development and training of Trustees;
 7. abiding by the code of conduct for Trustees;
 8. ensuring that decisions and Board policies are made by the Trustees acting collectively;
- iv. Be guardians of all KeeleSU's assets, both tangible and intangible, taking all due care over their security, deployment and proper application,

including (but not limited to):

1. Ensuring that KeeleSU has satisfactory control systems and procedures for holding in trust for the Members all monies, properties and other assets and to ensure that monies are invested to the maximum benefit of KeeleSU, within the constraints of the law and ethical and other policies laid down by the Trustee Board;
 2. Ensuring that the major risks to which KeeleSU is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks;
 3. Ensuring that the income and property of KeeleSU is applied for the purposes set out in the governing document and for no other purpose and with complete fairness between persons who are properly qualified to benefit;
 4. Acting reasonably, prudently and collectively in all matters relating to KeeleSU and always to act in the interests of KeeleSU;
 5. Being accountable for the solvency and continuing effectiveness of KeeleSU and the preservation of its endowments;
 6. Exercising effective overall control of KeeleSU's financial affairs and to ensure that the way in which KeeleSU is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience;
 7. Ensuring that intangible assets such as organisational knowledge and expertise, intellectual property, and KeeleSU 's reputation, are properly valued, utilised and safeguarded;
 8. Ensuring that all income due to KeeleSU is received and that all tax benefits are obtained and all rating relief due is claimed.
- v. Work in partnership with other Trustees, the Operations Managers and other senior staff in ensuring that KeeleSU has a clear vision, mission and strategic direction and is focused on their delivery, including (but not limited to):
1. Ensuring KeeleSU has a clear vision, mission and strategic plan that have been agreed by the Trustee Board and that there is a common

- understanding of these by Trustees and staff;
- 2. Ensuring operational and other plans support the vision, mission and strategic priorities;
- 3. Ensuring the Operations Managers' annual and longer term objectives and targets support the achievement of the vision, mission and strategic priorities;
- 4. Creating policies that support the vision, mission and strategic priorities;
- vi. Ensure that KeeleSU is managed and administered appropriately, including;
 - 1. Appointing the Operations Managers and ensuring that both the Operations Managers and KeeleSU as a whole invest in their ongoing professional development;
 - 2. Holding the Operations Managers to account for the management and administration of KeeleSU.
- vii. Approve and monitor the annual engagement strategy to ensure there are effective mechanisms in place to:
 - 1. Listen to the views of current and future Members;
 - 2. Ensure student views are at the heart of everything the University does;
 - 3. Evidence the impact of KeeleSU on the diverse student membership;
 - 4. Review the external environment for changes that might affect KeeleSU;
 - 5. Continually re-assess the need for KeeleSU and the services it does or could provide and review regularly against its strategic plan and charitable objectives.

3. OTHER DUTIES OF THE TRUSTEES

- a. In addition to the above duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:
 - i. Scrutinising board papers;
 - ii. Leading discussions;
 - iii. Focusing on key issues;

- iv. Providing guidance on new initiatives;
- v. Other Issues in which the Trustee has special expertise.