



# **Keele SU Bye-Laws**

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# Chapter 1 - Union Council

1. Convening of Meetings
  - a. All meetings of Union Council shall be convened by the Democracy Operations Group (DOG), as outlined in Chapter 4.
  - b. It shall be the responsibility of the DOG to prepare the agenda in advance of the meeting, and to circulate copies of Union Council papers to Councillors.
2. Membership and Composition
  - a. Union Council shall be composed of the following student representatives, whose attendance at Union Council meetings shall be compulsory.
    - i. Chair of Union Council
    - ii. Union Development and Democracy Officer
    - iii. Education Officer
    - iv. Welfare and Internationalisation Officer
    - v. Activities and Community Officer
    - vi. Athletic Union and Sport Officer
    - vii. Black and Minority Ethnic Students' Officer
    - viii. Disabled Students' Officer
    - ix. Gender Equality Officer
    - x. Hospital Campus Officer
    - xi. International Students' Officer
    - xii. LGBT+ Students' Officer
    - xiii. Mature Students' Officer
    - xiv. Postgraduate Students' Officer
  - b. Keele SU Officers who are non-voting members of Union Council shall have full speaking rights, subject to the same restrictions as members of Union Council.
  - c. Keele SU members who are not members of Union Council exercising their constitutional rights of attendance may be granted speaking rights at the discretion of the Chair, except for Keele SU members who have proposed motions to the meeting, who shall automatically have the right to speak in proposition of their motions.
  - d. Non-members of Keele SU may be granted the right to attend and/or speak at the discretion of the Chair.

3. Control, Steering and Minuting

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

4. Quorum

- a. Quorum for Union Council shall be 50% of the total number of elected representatives, not including the Full-Time Officers.
- b. No motions may be passed if the meeting has not achieved quorum.
- c. Meetings of Union Council are quorate unless and until declared otherwise.
- d. The Chair shall declare a meeting inquorate:
  - i. If it appears to the Chair that the meeting is inquorate, or
  - ii. If a count of quorum finds that the meeting is inquorate.
- e. In the event of the meeting being declared inquorate the meeting will adjourn for a period at the discretion of the DOG, after which a further count will be held. The meeting is then either quorate or abandoned.

5. Policy Processes

- a. Following the process outlined in Chapter 4 Section 2, submitted ideas will be brought to Union Council at the first available opportunity, but must be submitted at least three days before.
- b. Any student who submits an idea to be discussed at a Union Council meeting may be invited to attend that meeting by the DOG, but is not expected to attend.
- c. Union Council shall have the power to accept an idea as written, if 75% of votes are in favour.
- d. If less than 75% of votes are in favour, Union Council shall vote to forward the idea to the next Union General Meeting (UGM). This vote shall only take place after a vote to pass the idea. Should less than  $\frac{1}{3}$  of Union Council vote for this decision, the idea shall be rejected as laid out in Chapter 4 Section 4.

- e. Should  $\frac{1}{3}$  or more of Union Council vote in favour of forwarding the policy to a UGM, this shall pass and the policy will follow the procedures laid out in Chapter 4 Section 3.
6. Items for Discussion
    - a. Should a member of Union Council wish to bring an item for discussion, they must submit it to the DOG at least one day before a Union Council meeting.
    - b. The DOG will have the ability to prevent an item for discussion being raised if they believe it makes defamatory references to identifiable persons, is unconstitutional, or contravenes the law of the land.
  7. Agenda
    - a. Meetings of Union Council shall ordinarily be conducted in the following order:
      - i. Apologies for absence
      - ii. Minutes and matters arising of the last meeting
      - iii. Items for discussion
      - iv. Motions
      - v. Any other business
    - b. The Chair of Union Council may exceptionally add items or rearrange items when preparing the Agenda, for example to include addresses from such guests as may be invited to speak from time to time.
  8. Conduct of Debate
    - a. Members wishing to speak shall indicate their wish to the Chair, who shall decide on priority of speaking.
    - b. No member shall exceed two minutes in their speech.
    - c. All expressions of an offensive nature shall be ruled out of order. The Chair shall require offenders to apologise for and withdraw offensive comments.
    - d. Refusal to withdraw shall result in an instruction to end their speech. Should this instruction not be obeyed then the Chair may suspend the offender's speaking and voting rights for the duration of the meeting.
    - e. All motions shall be open for debate.
  9. Voting
    - a. Only members of Union Council shall be entitled to vote on motions. The Chair shall only exercise their vote in the event of a tie.
    - b. Voting shall ordinarily be conducted by show of hands.
    - c. The Chair of Union Council shall be responsible for the counting of votes.

- d. A recount may be taken at the discretion of the Chair.
- e. Abstentions must be counted. Voluntary abstentions shall be recorded by the Student Voice Department with the numbers voting on the motion.

#### 10. Procedural Motions

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

#### 11. Extraordinary Meetings of Union Council

- a. Should a Union Council meeting be urgently needed, an Extraordinary Union Council meeting may be called by any of the following ways:
  - i. A vote of Executive Committee as outlined in Chapter 3
  - ii. A vote of Union Council members
- b. The agenda for Extraordinary Union Councils shall be drawn up by the DOG.
- c. Extraordinary Union Council meetings shall be subject to all sections of the Constitution and Bye-Laws applicable to Union Council.

## Chapter 2 - Union General Meetings

### 1. Convening of Meetings

- a. Union General Meetings (UGMs) shall be convened by the Democratic Operations Group (DOG), as outlined in Chapter 4.
- b. There shall be at least four UGMs per academic year.
- c. UGMs shall have (but not limited to) the following functions:
  - i. Approval of Constitutional Amendments
  - ii. Approval of new policies, amendment of existing policies and reaffirmation of policies which have expired, as outlined in Chapter 4
  - iii. Reports from Full-Time Elected Officers
  - iv. Hearing motions of censure and no confidence in Elected Officers
  - v. Ratification of Keele SU Budget
  - vi. The approval of motions and/or amendments for submission to NUS Conference.
- d. The date, time and location of all UGMs shall be published as soon as they are confirmed. This shall be the responsibility of the Union Development and Democracy Officer and the Student Voice Department.

### 2. Membership and Composition

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

### 3. Control, Steering and Minuting

- a. The Chair of Union Council shall chair the UGM alongside the DOG.
- b. Decisions of the Chair can be overruled by a two-thirds majority of the UGM, following a procedural motion.
- c. The DOG shall have authority to rule on the constitutionality of all business and conduct within the UGM. Constitutional interpretations of the DOG are final and may not be overruled by the UGM. The meaning of the Constitution may only be altered by constitutional amendment, proposed and passed according to these Bye-Laws.
- d. The Student Voice Department shall be responsible for the recording of minutes of the meeting.
- e. The DOG shall be responsible for counting votes cast for and against motions, and shall

assist the Chair when requested to do so.

#### 4. Quorum

- a. No motions shall be heard until the meeting is quorate.
- b. Union General Meetings are quorate unless and until declared otherwise.
- c. The Chair shall declare a meeting inquorate:
  - i. If it appears to the Chair that the meeting is inquorate, or
  - ii. If a count of quorum finds that the meeting is inquorate.
- d. In the event of a meeting being declared inquorate the meeting will adjourn for a period at the discretion of the Chair, after which a further count will be held. The meeting is then either quorate or postponed until the earliest available opportunity.

#### 5. Policy Processes

- a. Following the process outlined in Chapter 4 Section 3, proposals will be brought to a UGM following a failure of Union Council to immediately approve or immediately reject a submitted idea.
- b. UGMs shall have the ability to approve a submitted idea, if  $\frac{2}{3}$  of votes are in favour.
- c. If a vote on an idea sees less than  $\frac{1}{3}$  in favour, this idea shall be rejected as laid out in Chapter 4.
- d. If between  $\frac{1}{3}$  and  $\frac{2}{3}$  of votes are in favour, the idea shall be put to an online vote, as laid out in Chapter 4 Section 5.
- e. Unless otherwise stated, the expiry date of a motion shall be three years from the date the motion was passed.
- f. No motion passed by a UGM shall have an expiry date later than three years from the date the motion was passed.

#### 6. Reports and Items for Discussion

- a. All Sabbatical Officers must present a report to the meeting.
- b. Repeated failure on the part of an Officer to supply a report to UGM shall constitute good cause for a motion of censure against that officer.
- c. Verbal Questions shall be taken from the room at all UGMs. The Chair shall decide on the order of speaking.

#### 7. Agenda

- a. UGMs shall ordinarily be conducted in the following order:
  - i. Elected Officers' reports and questions
  - ii. Items for discussion

- iii. Motions
  - iv. Any other business
  - b. The Chair of Union Council may exceptionally add items or rearrange items when preparing the Agenda, for example to include addresses from such guests as may be invited to speak from time to time.
  - c. The Chair of Union Council shall be permitted to allow access breaks at their discretion.
8. Conduct of Debate
- a. Members wishing to speak shall indicate their wish to the Chair, who shall decide on the priority of speaking
  - b. No member shall exceed two minutes in their speech.
  - c. All expressions of an offensive nature shall be ruled out of order. The Chair shall require offenders to apologise and withdraw offensive comment.
  - d. Refusal to withdraw shall result in an instruction to end their speech.
  - e. Policy proposals may only be withdrawn during the meeting by agreement of the Proposer. If they do not agree the motion stands. It may still be rejected by a vote of the UGM.
9. Voting
- a. All full members of Keele SU in attendance shall be entitled to vote. This includes all elected officers.
  - b. Voting may be conducted by a show of hands. This shall be at the discretion of the Chair, unless prescribed elsewhere.
  - c. The Student Voice Department shall be responsible for counting votes.
  - d. A recount may be taken at the discretion of the Chair.
  - e. Abstentions must be counted. Voluntary abstentions shall be recorded by the Student Voice Department.
10. Procedural Motions
- a. The following procedural motions shall be available to all members present at UGM at all times:
    - i. That the UGM has no confidence in the Chair
    - ii. That a ruling of the Chair be challenged
      - 1. Challenges to a ruling of the Chair shall require a two-thirds majority of the room in order to pass.
    - iii. That the motion being heard be amended

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

#### 11. Extraordinary General Meetings

- a. An Emergency General Meeting (EGM) may be convened in any of the following ways:
  - i. A vote of Executive Committee
  - ii. A vote of Union Council
  - iii. A petition of 100 full members of Keele SU
  - iv. A decision by the UGM
- b. An EGM may only hear business for which it was convened.
- c. The Agenda for an EGM shall be drawn up by the DOG.
- d. EGMs shall be subject to all Bye-Laws applicable to UGMs.

## Chapter 3 - Executive Committee

1. Membership
  - a. Executive Committee shall be composed of the Sabbatical Officers as outlined in Chapter 7.2
  - b. Quorum shall be three Sabbatical Officers.
  - c. The Chair of Union Council and Non-Portfolio Officer shall be invited to attend all meetings, but shall not be required to attend.
2. Control
  - a. The Student Voice Department shall take minutes of the business of all meetings, except when closed agenda is declared.
3. Functions and Responsibilities
  - a. Executive Committee shall be open to all full-members of Keele SU, except when a closed agenda is declared.
  - b. Executive Committee may alter current policy in instances that are time-sensitive, all of which are subject to ratification by Union Council.
  - c. It may call an Emergency General Meeting without requiring ratification.
  - d. It may call an Emergency Union Council without requiring ratification.
  - e. Members of Executive Committee may invite any other individual to their meetings for the purpose of giving information.
  - f. Votes shall be made by majority vote.

## Chapter 4 - Policy

### 1. Democratic Operations Group

#### a. Composition and Responsibilities

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

#### b. Policy Process

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

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

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

- f. Voting shall take place over a period of 7 days.

## Chapter 5 - Performance Scrutiny Committee

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

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

## Chapter 6 - Officers

### 1. General Provisions

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

### 2. Sabbatical Officers

- a. The Full-Time Officer team of Keele SU 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 Keele SU.
- c. All Full-Time Officers shall delegate responsibility for the day-to-day running of Keele SU to the Senior Managers of Keele SU.
- d. The signatory capabilities of officers shall be outlined in Keele SU's financial delegations.
- e. All Full-Time Officers shall provide reports to UGMs. Reporting on their progress of mandated action points from the last meeting.
- f. All Full-Time Officers shall have the responsibility to challenge and support the university in the interests of their members.
- g. All Full-Time Officers shall be expected to actively champion environmental sustainability within their work and the actions of the Students' Union.
- h. All Full-Time Officers shall be expected to suspend full-time study whilst holding the sabbatical post.

- i. All Full-Time Officers shall work to ensure widespread understanding of the Union's activities, developments and achievements, among students, the University and the wider public.
- j. The Union Development and Democracy Officer shall have the following responsibilities:
  - i. In the first instance, the UDD Officer shall be responsible for the development of the union and its membership.
  - ii. Union Development will be understood to have two core, overarching responsibilities:
    - 1. To advocate for the membership within Keele SU, 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 Keele SU.
    - 1. This shall include engagement with democratic events external to Keele SU.
  - iv. The UDD Officer will actively engage with Keele University, and, where appropriate, the Keele Postgraduate Association (KPA), to ensure that the statutes, ordinances and regulations, and any other student governance mechanisms of Keele University, work to the greatest benefit of the membership.
  - v. The UDD Officer shall run and support campaigns on issues which will benefit the membership or causes important to the membership, as they deem appropriate, or as requested by the membership. The UDD Officer should promote participation in student campaigning and activism, amongst other themes.
  - vi. The UDD Officer shall ensure that strategic aims are implemented effectively within Keele SU, aligning Keele SU operations with the strategic direction set out by the membership.
  - vii. In partnership with the Activities and Community Officer and Welfare and Internationalisation Officer, UDD Officer shall monitor issues which fit within the portfolios of community and welfare. These issues shall include, but are not limited to: transport, accommodation, out-of-term time provisions.

- viii. The UDD Officer shall seek to develop meaningful partnerships in the local area to the benefit of the Union and its membership, working with the University's Directorate of Enterprise and Partnership where appropriate.
- ix. The UDD Officer shall be responsible for ensuring that the following Part-Time Officers are supported:
  - 1. Chair of Union Council
- x. The UDD Officer shall work to ensure that Keele SU staff members are kept informed of decisions taken by the membership.
- xi. Where the UDD Officer is the only Keele SU student representative on a committee, they may send a nominee if they are unable to attend.
- xii. Committees shall include, but are not limited to:
  - 1. Council (no nominee)
  - 2. Senate
- xiii. The UDD Officer shall sit on appropriate Keele SU Committees, providing written or verbal reports where appropriate. Committees shall include, but are not limited to:
  - 1. Trustee Board
  - 2. Union Council
- xiv. The UDD Officer shall be elected via a cross-campus ballot, in accordance with these bye-laws.
- k. The Education Officer shall have the following responsibilities:
  - i. In the first instance, the Education Officer shall be responsible for safeguarding the academic interests of the membership at all levels of study including: foundation, undergraduate and postgraduate levels.
  - ii. The Education officer shall work to ensure that the University provides suitable academic provisions for all students, including those from widening-participation and other non-traditional backgrounds.
  - iii. The Education officer shall monitor academic issues and develop their own policies accordingly, in consultation with the membership where appropriate and possible.
  - iv. The Education Officer will actively engage with Keele University, and, where appropriate, the Keele Postgraduate Association (KPA), to ensure that the statutes, ordinances and regulations, and any other student governance

mechanisms of Keele University, are in the greatest academic interest of the membership.

- v. In partnership with the Welfare and Internationalisation Officer, the Education Officer shall have a relationship of confidential-privilege with ASK, enabling them to assist in the representative needs of individual student cases.
- vi. The Education Officer, in partnership with ASK, shall be responsible for keeping the membership updated on all changes to regulations, or other such changes, which might affect their studies.
- vii. The Education Officer shall run and support campaigns which raise awareness of or promote academic issues and the academic needs of the membership, as they deem appropriate or as requested by the membership.
- viii. The Education officer shall oversee the implementation of Student Voice Representatives (SVRs). They will ensure that the programme is supported and developed by Keele SU, Keele University, and where appropriate, the KPA.
- ix. The Education Officer shall ensure that all SVRs are provided with support and training opportunities.
- x. The Education Officer shall be responsible for ensuring that the following Part-Time Officers are supported:
  1. Postgraduate Students' Officer
  2. Mature 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 Keele SU student representative on the committee, they may send a nominee if they are unable to attend. Committees shall include, but are not limited to:
  1. Senate
  2. Education Committee
- xii. The Education Officer shall sit on appropriate Keele SU Committees, providing written or verbal reports where appropriate. Committees shall include, but are not limited to:
  1. Trustee Board
  2. Union Council

- xiii. The Education Officer shall be elected via a cross-campus ballot, in accordance with these bye-laws.
- I. The Welfare and Internationalisation Officer shall have the following responsibilities:
  - i. In the first instance, the Welfare and Internationalisation Officer shall be responsible for safeguarding the personal and collective welfare of the membership.
  - ii. The Welfare and Internationalisation Officer shall also be responsible for maintaining an agenda to support the international student experience across Keele SU, 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 Keele SU and the wider university community.
  - v. The Welfare and Internationalisation Officer shall monitor welfare issues and develop their own policies accordingly, in consultation with the membership where appropriate and possible. Issues to be monitored shall include, but are not limited to, protected characteristics in accordance with The Equalities Act (2010).
  - vi. The Welfare and Internationalisation Officer will actively engage with Keele University, and, where appropriate, the Keele Postgraduate Association (KPA), to ensure that the statutes, ordinances and regulations, and any other student governance mechanisms of Keele University, are suitable for the welfare needs of the membership.
  - vii. The Welfare and Internationalisation Officer shall run and support campaigns on the themes of welfare and internationalisation as they deem appropriate, or as requested by the membership.
  - viii. In partnership with the Education Officer, the Welfare and Internationalisation Officer shall have a relationship of confidential-privilege with ASK, enabling them to assist in the representative needs of individual student cases.

- ix. The Welfare and Internationalisation Officer, in partnership with ASK, shall be responsible for keeping the membership updated on all changes to regulations, or other such changes, which might impact upon the welfare provisions available to the membership.
  - x. The Welfare and Internationalisation Officer shall have responsibility for supporting Societies with welfare focuses.
  - xi. In partnership with the Activities and Community Officer and Union Development and Democracy Officer, the Welfare and Internationalisation Officer shall monitor issues which fit within the portfolios of community and welfare. These issues shall include, but are not limited to: transport, accommodation, out-of-term time provisions.
  - xii. The Welfare and Internationalisation shall be responsible for ensuring that the following Part-Time Officers are supported:
    - 1. Black, Asian, and Minority Ethnic (BAME) Students' Officer
    - 2. Disabled Students' Officer
    - 3. LGBTQ+ 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 Keele SU student representative on the committee, they may send a nominee if they are unable to attend. Committees shall include, but are not limited to:
    - 1. Senate
  - xiv. The Welfare and Internationalisation Officer shall sit on appropriate Keele SU Committees, providing written or verbal reports where appropriate. Committees shall include, but are not limited to:
    - 1. Trustee Board
    - 2. Union Council
  - xv. The Welfare and Internationalisation Officer shall be elected via a cross-campus ballot, in accordance with these bye-laws.
- m. 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 Keele SU 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 Keele SU, in the immediate campus community and the wider local, national and international communities.
- iii. The Activities and Community Officer, in partnership with the Activities Department, shall be responsible for coordinating and supporting all student societies affiliated with Keele SU. Provisions should be set in place to ensure that societies are supported, funded, inclusive, adhering to the constitution and bye-laws of Keele SU.
- iv. The Activities and Community Officer shall actively engage with Keele University, and, where appropriate, the KPA, to ensure that the needs of the membership are met by the university.
- v. In partnership with the Welfare and Internationalisation Officer and Union Development and Democracy Officer, the Activities and Community Officer shall monitor issues which fit within the portfolios of community and welfare. These issues shall include, but are not limited to: transport, accommodation, out-of-term time provisions.
- vi. The Activities and Community Officer shall run and support campaigns which raise awareness of or promote community issues, society needs, and global citizenship, as they deem appropriate or as requested by the membership.
- vii. The Activities and Community Officer shall work with Society Executive. They shall ensure that all members are democratically elected, and are trained part-time officers.
- viii. The Activities and Community Officer, in partnership with the Volunteering Department, will work to ensure that the membership are afforded opportunities to contribute to the local, national and international communities.
- ix. The Activities and Community Officer shall be responsible for ensuring that the following Part-Time Officers are supported:
  1. Societies' Executive Members
  2. Hospital Campus Officer
  3. Environment and Sustainability Officer

- x. The Activities and Community Officer shall sit on appropriate university committees and working groups, providing written or verbal reports where appropriate. Where the Activities and Community Officer is the only Keele SU student representative on the committee, they may send a nominee if they are unable to attend. Committees shall include, but are not limited to:
  - 1. Senate
- xi. The Activities and Community Officer shall sit on appropriate Keele SU Committees, providing written or verbal reports where appropriate. Committees shall include, but are not limited to:
  - 1. Trustee Board
  - 2. Union Council
- xii. The Activities and Community Officer shall be elected via a cross-campus ballot, in accordance with these bye-laws.
- n. The Athletic Union (AU) and Sport Officer shall have the following responsibilities:
  - i. In the first instance, the AU and Sport Officer shall be responsible for encouraging engagement in sport, and advocating for fitness and wellbeing of the membership.
  - ii. The AU and Sport Officer shall also be the President of the Athletic Union (AU), and will have responsibility for strategic direction of the AU.
  - iii. The AU and Sport Officer shall ensure that all students are afforded equal opportunities to participate in both competitive and non-competitive sporting activities, and actively encourage participation in sport to the membership.
  - iv. The AU and Sport Officer shall actively engage with Keele University, and, where appropriate, the KPA, to ensure to ensure that the needs of the membership are met by the University.
  - v. The AU and Sport Officer shall work to ensure that the sporting provisions provided by Keele University are fit for purpose and use by the membership.
  - vi. The AU and Sport Officer shall work to ensure that strategic planning for the direction of Sport at Keele SU and Keele University occurs.
  - vii. The AU and Sport Officer shall be responsible for coordinating and supporting all the affiliated Sports Clubs.
  - viii. Provisions should be set in place to ensure that clubs are supported, funded, inclusive, adhering to the constitution and bye-laws of Keele SU.

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

### 3. Part-Time Officers

- a. All Part-Time Officers shall have a designated Full-Time Officer who is responsible for ensuring that the PTO is supported.
- b. All Part-Time Officers, with the exception of Societies' Executive and Athletic Union Committee, shall be members of Union Council.

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

- vi. Only members who define as Black, Asian, or Minority Ethnic may stand for this position.
- vii. The BAME Students' Officer shall be elected via a ballot of all students who define as Black, Asian, or Minority Ethnic and in accordance with these bye-laws.
- i. Disabled Students Officer
  - i. In the first instance, the Disabled Students' Officer shall be responsible for representing and campaigning for students with disabilities at Keele SU, Keele University, and in local and national platforms.
  - ii. The Disabled Students' Officer shall be responsible for upholding and developing Keele SU's policy on equality and diversity.
  - iii. The Disabled Students' Officer shall be responsible for increasing awareness of disability prejudice and discrimination, and will proactively campaign to oppose and challenge inequality.
  - iv. The Disabled Students' Officer shall be a voting and reporting member of Union Council.
  - v. Only members who define as Disabled may stand for this position.
  - vi. The Disabled Students' Officer shall be elected via a ballot of all students who define as Disabled and in accordance with these bye-laws.
- j. Gender Equality Officers
  - i. In the first instance, the Gender Equality Officers shall be responsible for representing and campaigning on gender equality issues relevant to all genders.
  - ii. The Gender Equality Officers shall safeguard Keele SU'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 Keele SU.
  - iv. The Gender Equality Officers shall provide a voice for, and representation of, gender issues at Keele SU, Keele University, and in local and national platforms.
  - v. The positions of Gender Equality Officer shall have a quota such that a student that self-defines as female is elected first. This shall be determined as the female candidate with the highest amount of votes, excluding all other candidates. The second position shall then be elected from the entire collective of remaining candidates.
  - vi. At least one Gender Equality Officer shall be ex-officio delegate to NUS Women's

Conference provided that they meet the delegate requirements.

- vii. The Gender Equality Officers shall be voting and reporting members of Union Council.
- viii. The Gender Equality Officers positions shall be elected via a cross-campus ballot, and in accordance with these bye-laws.
- k. 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 Keele SU, including societies, sports clubs and volunteering.
  - iii. The Hospital Campus Officer shall be a voting and reporting member of Union Council.
  - iv. Only members whose studies are based at least in part on Hospital Campuses may stand for this position.
  - v. The Hospital Campus Officer shall be elected via a ballot of all students studying at least in part at Hospital Campuses and in accordance with these bye-laws.
- l. 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 Keele SU, Keele University, and in local and national platforms.
  - v. The International Students' Officer shall be ex-officio delegate to NUS International Students' Conference.
  - vi. The International Students' Officers shall be a voting and reporting member of

Union Council.

- vii. Only members who identify as International may stand for this position.
- viii. The International Students' Officer shall be elected via a ballot of all students who identify as International and in accordance with these bye-laws.

m. LGBTQ+ Students' Officer

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

n. Mature Students' Officer

- i. In the first instance, the Mature Students' Officer shall be responsible for the representation of mature student members of Keele SU.
- ii. The Mature Students' Officer shall be responsible for the publicity of issues that will be of interest to mature students.
- iii. The Mature Students' Officer shall provide information about, and organise campaigns on, issues of interest and benefit to mature students.
- iv. The Mature Students' Officer shall provide a voice for and representation of

Mature Students at Keele SU, Keele University, and in local and national platforms.

- v. The Mature Students' Officer shall be an ex-officio delegate to NUS Mature Students' Conference.
  - vi. The Mature Officer shall be a voting and reporting member of Union Council.
  - vii. Only members who identify as Mature may stand for this position.
  - viii. The MPD Officer shall be elected via a ballot of all students who define as mature and in accordance with these bye-laws.
- o. 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 Keele SU, Keele University, and in local and national platforms.
  - ii. The Postgraduate Students' Officer shall be responsible for the publicity of concerns that will be of interest to postgraduate students.
  - iii. The Postgraduate Students' Officer shall provide information about, and organise campaigns on, issues of interest and benefit to postgraduate students.
  - iv. The Postgraduate Students' Officer shall liaise with members of the KPA committee and the Education Officer to arrange meetings in which issues regarding the representation of postgraduate students shall be discussed.
  - v. The Postgraduate Students' Officer shall be an ex-officio delegate to NUS Postgraduate Students' Conference.
  - vi. The Postgraduate Students' Officer shall be a voting and reporting member of Union Council.
  - vii. Only members who are studying on a postgraduate programme may stand for this position.
  - viii. The Postgraduate Students' Officer shall be elected via a ballot of all Postgraduate Students and in accordance with these bye-laws.
- p. Environment and Sustainability Officer
- i. In the first instance, the Environment and Sustainability Officer shall be responsible for championing and campaigning on environmental issues with Keele SU.
  - ii. The Environment and Sustainability Officer shall also be responsible for

championing and campaigning on campus-based issues.

- iii. The Environment and Sustainability Officer shall, where appropriate, provide advice to Keele SU on the environmental consequences of current policies and actions.
  - iv. The Environment and Sustainability Officer shall promote awareness of environmental and ethical issues at Keele SU and University level, and at local and national level.
  - v. The Environment and Sustainability Officer shall be a voting and reporting member of Union Council.
  - vi. The Environment and Sustainability Officer shall be elected via a cross-campus ballot, and in accordance with these bye-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.
  - iv. The Non-Portfolio Officer shall be elected via a cross-campus ballot.
- r. Societies' Executive Members
- i. Societies' Executive members shall be a member of the Union Council sub-committee: Societies' Executive
  - ii. As a sub-committee, Societies' Executive members shall not be expected to attend nor report to Union Council.
  - iii. Societies' Executive shall be supported, facilitated and administered by the Opportunities Department.
  - iv. There shall be seven positions on Societies' Executive.
  - v. Only members who are members of a Keele SU affiliated society may stand for this position.
  - vi. Societies' Executive's responsibilities shall include but not be limited to:
    - 1. Reviewing new society applications, deciding on the allocation of funds to societies, dissolving inactive societies, and holding the Activities and Community Officer to account.
  - vii. Societies' Executive Members shall be elected via a ballot of all students who are

members of a Keele SU affiliated society and in accordance with these bye-laws.

s. Athletic Union (AU) Committee Members

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

## Chapter 7 - Clubs and Societies

### 1. Objective

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

### 2. Membership

#### a. Student Membership

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

#### b. Associate Membership

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

excluding sabbatical officers of Keele SU at the discretion of the Student Opportunities Manager.

- c. Expectations of Club/Society Members
    - i. All members whether student, associate or honorary life members will be subject to the SU Code of Conduct, National Governing Body's Rules and Regulations, the University statutes, ordinances and regulations or League Regulators, e.g. BUCS.
    - ii. All members shall be expected to promote and uphold the good name of the SU.
  - d. Club/Society Membership Fees
    - i. All individuals wishing to participate in a club/society must purchase Club/Society Membership on an annual basis, even if the membership is free.
    - ii. Any individual who has not purchased membership will not be allowed to hold a committee role, vote in committee elections and participate in student group events.
    - iii. Any changes to the membership fee of a student group needs the approval from the Keele SU Student Opportunities team.
    - iv. Club/Society Membership Fees shall be paid into the respective Club/Society account held by the SU
    - v. Membership fees shall not ordinarily be refundable.
  - e. AU Membership Fee
    - i. Fees for the forthcoming year shall be subject to review by the AU Committee. AU Council will be informed of any changes at the last AU Council Meeting of the academic year.
    - ii. An annual fee shall be paid by Student and Associate members on a date decided by AU Committee.
    - iii. Members will only pay one AU membership fee, no matter how many Clubs they are affiliated to.
    - iv. AU fees shall be paid to the AU account via Keele SU
    - v. Membership fees shall not ordinarily be refundable.
3. Finances/Affiliates
- a. Finance
    - i. All Club and Society finances shall be handled by Keele SU Finance Department in accordance with Keele SU financial procedures.

- ii. A club/society may not hold cheque or other accounts outside Keele SU.
    - iii. Keele SU shall provide a guide to clubs/societies on finances that shall be reviewed each year.
    - iv. The clubs/societies shall be subject to an external audit each year as standard practice at Keele SU
    - v. Keele SU will offer grants to clubs/societies at their discretion, all groups will be notified of when and how they can access grants at the start of each academic year.
  - b. Affiliation/Sponsors
    - i. Clubs/Societies wishing to affiliate/gain sponsorship to outside organisations may do so only in accordance with Keele SU policy, and must seek the prior approval of the Chair of the Trustee Board.
4. Society/Club Constitutions
- a. Societies/Clubs will adopt the existing standardised constitution unless an alternative is voted for by the society/club at a general meeting and this alternative does not contravene the SU governing documents .
  - b. Societies/Clubs should hold annual constitutional review meetings to ensure that their constitutions remain up to date, relevant and adhered to which shall be part of committee handover.
  - c. Society/Club Constitutions which contravene the Bye-Laws, or any provision of the Constitution shall be disapplied to the extent of the contravention.
  - d. Society/Club Constitution must list the officers comprising the society's/club's committee. A society/club committee shall, as a minimum, comprise of an elected Chair/President/Club Captain, Secretary and Treasurer (the titles being alterable if so desired). Other roles may be defined at the society's discretion.
  - e. All club/society constitutions must be ratified by Keele SU. Clubs/Societies must update the SU and their members with a new copy of the constitution should any changes be made.
5. Elections
- a. Committee elections are the responsibility of the Keele SU Student Opportunities Department and Deputy Returning Officer.
  - b. Elections for all student group committee roles will be held annually in semester two. These must take place online via Keele SU.com.

- c. By-Elections can be held by groups in the event of absent roles; you must apply to the Student Opportunities team in advance of this taking place. These must take place online via the Keele SU website.
  - d. Interim Committee Members can also be used in the event of an absent role, under the following rules:
    - i. Interim committee members must be full members of their respective societies
    - ii. Interim committee members can only be appointed after a majority vote by current elected committee members (unless under exceptional circumstances e.g. no active committee members or only a single member of committee)
    - iii. The names of the appointed interim committee members must be sent to the Activities department and the Activities Community Officer for approval
    - iv. Interim committee members can only remain in their position for at most five weeks
    - v. Within those five weeks of triggering the interim committee member function, an open election must be held for all unoccupied positions within that society committee
    - vi. The interim committee member function can only be triggered once every two months and the same people cannot be interim committee members again for another academic year.
    - vii. Interim committee members are however able to run in the elections for the roles they filled on the interim basis
    - viii. Interim committee members are permitted to attend societies conference and other such events
6. Elected Representation
- a. AU Committee
    - i. The membership of the AU committee will be (see Chapter 6 for more details):
      - 1. AU and Sport Officer
        - a. The AU and Sport Officer shall also serve as AU President
      - 2. AU Secretary

3. AU Campaigns Officer
  4. AU Events Officer
  5. AU Media Officer
- ii. Role descriptions for these positions can be found on the SU website
  - iii. Relevant SU and Sports Centre Staff will work closely alongside the AU Committee in a consultation and support capacity
  - iv. The AU Committee shall be accountable to the membership of the AU
  - v. Elections for all roles outlined above will be held through the Keele SU elections and follow its regulations as set out in Chapter 12
  - vi. The AU and Sport Officer shall carry out their roles and responsibilities as laid out in Chapter 6.
- b. Societies Executive
- i. The membership of Societies Executive will consist of seven Society Executive Officers (see Chapter 6 For More Details).
  - ii. Relevant SU staff will work closely alongside the Societies Executive in a consultation and support capacity
  - iii. Role descriptions for these positions can be found on the SU website
  - iv. The Societies Executive shall be accountable to the membership of relevant societies.
  - v. Elections for all roles outlined above will be held through Keele SU and follow its regulations as set out in Chapter 12
  - vi. The Activities and Community Officer shall carry out their roles and responsibilities as laid out in Chapter 6
- c. Responsibilities
- i. All AU Committee/Societies Executive members will attend the following relevant meetings:
    1. Keele SU Union General Meetings
    2. Keele SU Annual General Meetings
    3. AU Committee/Society Executive meetings
    4. AU Council Meetings/Society Forum (or equivalent meetings)
    5. Attend all other meetings elected individuals are invited too.
  - ii. All AU Committee/Societies Executive members will support elected full-time officers in approving new society/club applications, grant

applications and organising events.

- iii. All AU Committee/Societies Executive members shall adhere to Keele SU Member Code of Conduct.
- iv. All AU Committee/Societies Executive will be expected to contribute to a 'handover' after elections have been carried out and before newly elected officers take office.
- v. Any member of AU Committee/Societies Executive shall have the right to resign at any time by giving notice in writing to an elected officer or the Student Voice department.

## 7. Competitive Sport (AU Specific)

### a. British University and Colleges Sport (BUCS) Competitions

- i. The AU shall be affiliated with BUCS each academic year and in doing so provide competitive opportunities. This affiliation will be ratified at the Keele SU AGM.
- ii. The constituent clubs and all members of the AU shall adhere to BUCS rules and regulations at all times whilst also ensuring the positive representation of Keele University.
- iii. All correspondences with BUCS will be handled by the Keele SU Staff, the AU and Sport Officer or their nominees.
- iv. The AU will endeavor to fund all transport to BUCS fixtures attended by constituent clubs and members of the AU.
- v. It will be up to the discretion of the AU to cover any accommodation costs for BUCS events.
- vi. All individuals competing in BUCS competitions need to have paid the appropriate AU membership.

### b. BUCS - Individual Sport

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

- iii. Should that individual not belong to a club/society, the charge will be made to the individual.
- c. BUCS - Team Sport
  - i. It is the expectation of the AU that all teams entered into BUCS competitions will compete in each fixture of the season.
  - ii. Should a captain not be able to field a team they will notify the Student Activities Coordinator (Athletic Union) immediately so that appropriate measures can be taken.
  - iii. All reorganising of fixtures will be the responsibility of the Student Activities Coordinator (Athletic Union), the AU and Sport Officer or their nominees.
  - iv. Following the procedures of the Keele SU Code of Conduct, Keele SU staff have the right to remove a team from BUCS when deemed appropriate.
  - v. Should a club have to withdraw from a competition/league, any fines or penalties will be charged to the club account.
- d. Non-BUCS Sport
  - i. The AU will endeavor to provide and support opportunities for members to take part in sports not provided by BUCS.
  - ii. The AU and Sport Officer or their nominees will decide to fund for transport to non-BUCS events on a case by case basis.
  - iii. Any individual or club wishing to participate in competitions not provided by BUCS must contact the Student Activities Coordinator (Athletic Union), the AU and Sport Officer or their nominees.
- 8. Dissolution of Societies/Clubs
  - a. A Keele SU society/club may be dissolved by a vote of the general membership of that society/club.
  - b. A Keele SU society/club may be dissolved by agreement of the society's executive/AU committee and the Activities and Community Officer/AU and Sport Officer, only where the relevant full-time Officer believes that it is the will of the society/club membership that the society/club be dissolved.
  - c. A Keele SU society/club may be dissolved by Union Council, only when the Union Council believes that the society is in continuous breach of the SU's governing documents.

- d. A Keele SU society/club shall be dissolved by the Activities and Community Officer/AU and Sport Officer, only when it holds that the society is in breach of charity law or financial regulations.
  - e. A Keele SU society/club may be dissolved if they do not have enough individuals to fulfil the committee requirements set out in Chapter 7 Part 4 Section C
  - f. Should a society/club be closed down, for whatever reason, then all its assets shall be held in trust by Keele SU for one year, after which it will be amalgamated into a grant pot.
9. Keele SU societies wishing to affiliate to outside organisations
- a. Societies wishing to disaffiliate from Keele SU must express this wish by resolution of an open meeting of the society:
    - i. which all society members may attend
    - ii. at which all society members may vote
    - iii. at which the Activities and Community Officer/AU and Sport Officer or their nominee is present.
    - iv. Disaffiliated societies shall be treated as if they were dissolved under Section J. All assets and funds held by Keele SU shall be held in trust by Keele SU. Subject to charity law, title to all such assets shall remain with Keele SU upon disaffiliation.

## Chapter 8 - Referenda

### 1. General Provisions

- a. A referendum shall be a vote of the full membership of Keele SU
- b. A referendum question must contain, or refer to, a clearly discernible mandate which:
  - i. Changes Keele SU policy, or
  - ii. Directs a Keele SU officer or officers to act or to refrain from action, or
  - iii. Provides for an allocation or disposal of Keele SU resources or funds.
- c. Any referendum conducted in accordance with the Bye-Laws and constitution shall be considered binding. Any changes to policies or the Bye-Laws shall be implemented.
- d. The Returning Officer for a referendum shall be determined by the reference to Chapter 12.
  - i. An electoral forum shall be appointed for the referendum in order to review the decisions of the Returning Officer as outlined in Chapter 12.
- e. A Referendum shall not have the power to appoint or elect any officer, representative or member of staff of the Students' Union.

### 2. Calling a Referendum

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

### 3. Referendum Questions

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

### 4. Limitations

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

## Chapter 9 - Policies and the Policy Document

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

## Chapter 10- Election Guidance and Regulations

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

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

### 3. Election Timetable

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

### 4. Nominations

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

### 5. Voting

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

- b. No elector shall vote more than once and no elector shall be allowed to vote in proxy for another Elector.
6. The Count
- a. The count shall be supervised by the Returning Officer.
  - b. Subject to good order, the count shall be open to all members of Keele SU.
  - c. Any candidate, independent observer, or Returning Officer may request a recount within twenty four hours of the close of the count.
  - d. The Returning Officer shall retain all available count information for a period of three months from the last date of polling.
  - e. In elections where more than one candidate can be elected, if at any stage of the count “re-open nominations” candidate gains the required number of votes to be elected, it shall be deemed to have been elected. No further candidates can be elected after this point.
7. Poll Review Meeting
- a. The Electoral Forum will meet after the close of poll but before the count.
  - b. This meeting will consider any outstanding complaints and appeals under these regulations. If the Forum decides that any problem has affected the election then the following resolutions will be open to it:
    - i. Allow the count to begin unhindered.
    - ii. Disqualify one or more candidates for breach of the Election Bye-Laws. In this case the count shall proceed normally; all votes for disqualified candidates will be transferred to the electors next preferences according to the counting rules.
    - iii. In extreme circumstances, where the result of the poll could be adversely affected, declare the election invalid and reschedule it according to these regulations. In this case, the Forum must either:
      - 1. Restart the election from the opening of polls, with the exclusion of one or more disqualified candidates. Or;
      - 2. Restart the election from the opening of nominations, with one or more disqualified former candidates prohibited from nomination.
8. The Declaration
- a. Election results shall be declared by the Returning Officer or their nominees within a reasonable time after the count has been completed.

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

#### 9. Appeal Meetings

- a. The Electoral Forum will meet upon receipt of an appeal against a decision of the Returning Officer at any time from the opening of nominations until the close of polling.
- b. The Forum has the power to overturn decisions made by the Returning Officer.

#### 10. Extraordinary Meetings

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

#### 11. Election Discipline, Complaints and Appeals

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

#### 12. By-elections

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

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

#### 13. Statute of Limitations

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

#### 14. Resignations

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

## Chapter 11 - Elections Guidance - Candidate Regulations

1. Candidacy
  - a. All candidates shall be required to produce a manifesto and will be expected to upload these by a deadline determined by the Returning Officer.
2. Campaigning
  - a. Negative campaigning shall not be allowed.
  - b. It is prohibited for any person to publicise a “Re-Open Nominations” campaign in order to stand should the nominations actually re-open. Such an action will lead to disqualification by the Returning Officer of that person from the following election.
  - c. Candidates must observe the University Statutes, Ordinances and Regulations.
  - d. The Returning Officer, in agreement with the trustees, shall determine the publicity budget for candidates in the election. The candidate’s budget will be provided by Keele SU and candidates are prohibited from spending any of their own, or donated money on their election campaign
  - e. Candidates must not exceed their budget limits.
  - f. Keele SU will provide candidates with a ‘Campaign Shopping list’ which candidates can select items from (including the option of printed materials). These items will be provided by Keele SU and the sum of this shopping list will be deducted from a candidate’s budget.
  - g. Candidates wishing to purchase additional materials, not provided by Keele SU, must provide receipts of all campaign expenditure before the close of poll.
  - h. Publicity materials must not be obtained through special relationships with suppliers.
  - i. Items freely and readily available to all candidates can be used without itemisation.
  - j. Candidates may enlist assistants, or a campaign team, for campaigning purposes.
  - k. Any person enlisted by a candidate to assist them in distributing publicity or canvassing shall be bound by these regulations as if they were the candidate themselves.  
  
Candidates will be held entirely responsible for the action of any helper or assistant. It is the absolute responsibility of candidates to ensure that helpers are aware of, and abide by, election regulations.
  - l. Candidates must not undertake campaign activity which others could not reasonably do.
  - m. Candidates and their campaigners must not alter, move or remove the campaign material of any other candidate.

- n. Campaigners and candidates must allow voters to cast their ballot freely and must not communicate with voters in any way once they have begun to complete their ballot.

## Chapter 12 - Membership

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

## Chapter 13 - Staff Protocol

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

## Chapter 14 - Disciplinary, Censuring and Complaints Procedures

1. Censure and No Confidence Procedure
  - a. A motion of censure or no confidence may be submitted to any member of the Democratic Operations Group.
  - b. An EGM may be called to discuss a motion of no confidence so long as it is called in line with the provisions of these bye-laws.
  - c. A procedural motion of 'no confidence in the chair' is not the same as a motion of no confidence as outlined in this chapter.
  - d. All elected officers can be censured by a two-thirds majority of UGM, EGM, Union Council or Performance Scrutiny Committee for good cause, and can be no-confidenced by a two-thirds majority of UGM or EGM.
  - e. Passage of a motion of censure against an officer shall result in the official reprimand of that officer, and the recording of that reprimand in the Keele SU Policy Document.
  - f. Passage of a motion of no-confidence in an officer shall result in the immediate dismissal of that officer.
  - g. Meeting with fewer than 1% of Keele SU membership present may not pass a motion of no confidence under any circumstances. A count of members present must occur before a motion of no confidence is voted on at a General Meeting
  - h. An officer facing a motion of no confidence must be given 7 days warning of the vote occurring and be informed of the grounds of the motion. A no confidence clause may not be attached to a proposal as an amendment.
  - i. Lack of attendance to Union Council, or Union General Meetings without apologies on two occasions shall be good cause for a motion of censure against an officer.
2. Attendance Procedure
  - a. Failure of a Part-Time Officer to attend three consecutive Union Council meetings within the same elected term, without notification, that officer will be deemed to have resigned and thus shall result in the immediate dismissal of that officer.
  - b. If, due to extenuating circumstances, a Part-Time Officer is unable to give

notification, the Chair of Union Council and/or DOG may record a notification in that meeting, including a week after, which shall substitute as a notification from that officer.

3. Unconstitutional and Illegal Mandates

- a. Any person acting on behalf of Keele SU who refuses to fulfil a mandate of any Keele SU body that would be inconsistent with the Constitution or Bye-Laws or in contravention of the law of the land, shall not be eligible for any disciplinary action under any circumstances.

4. Complaints and Grievance Procedure

- a. Complaints can be made against a member, officer or staff member in line with the Keele SU complaints and code of conduct policies.
- b. Normally, no complaints regarding a Keele SU election or the conduct of any candidate or election official shall be considered under this procedure and should be instead conducted in line with Chapter 12.