The University of Surrey Students’ Union

Byelaws

Approved by the Board of Trustees July 2012

Last updated October 2014

Version 7.0

The University of Surrey Students’ Union
Union House
University of Surrey Stag Hill
Guildford
GU2 7XH
www.ussu.co.uk

The University of Surrey Students’ Union is a private limited company, registered in England & Wales with registered number 07470232, registered at the address above. The University of Surrey Students’ Union is a registered charity, registered with charity number 1142479
The University of Surrey Students’ Union ................................................................................................................. 1

Part 1 Who runs the Union, and how is it run? .................................................................................................................. 3

Section A. ......................................................................................................................................................................... 3

Officer Trustees .............................................................................................................................................................. 3

Section B .......................................................................................................................................................................... 7

The Executive Committee .......................................................................................................................................... 7

Section C. ......................................................................................................................................................................... 9

How Members can run their Union ........................................................................................................................ 9

Section D Standing Policies..................................................................................................................................... 13

D1 Equal Opportunities Policy Statement ......................................................................................................... 13

D2 Environmental Policy .......................................................................................................................................... 13

D3 Code of Practice for Responsible Drinking. ................................................................................................ 14

D4 Staff/Student Protocol ........................................................................................................................................ 16

D5. No Platform Policy. ............................................................................................................................................. 18

Part 2. Student Activities ............................................................................................................................................... 19

Section E Clubs, Societies and Groups ................................................................................................................ 19

Part 3. Elections ........................................................................................................................................................... 25

Part 4. Finances ................................................................................................................................................................. 31

Part 5. Fundraising .......................................................................................................................................................... 32

Part 6. Miscellaneous Provisions ................................................................................................................................... 33

Part 7. Discipline ............................................................................................................................................................... 34

Overview ........................................................................................................................................................................ 34

Part 8. Complaints ........................................................................................................................................................... 41

Complaints ......................................................................................................................................................................... 41

Part 9. Committees .......................................................................................................................................................... 45
Officer trustees, commonly referred to as sabbatical officers are the major office holders of the Students’ Union. They are elected annually and may only serve a maximum of two terms.

1. **Positions**
   1.1 The positions of the officer trustees comprise one president and four deputies (in deputy order) is as follows
      1.1.1 President
      1.1.2 Vice-President Education
      1.1.3 Vice-President Welfare
      1.1.4 Vice-President Societies & Individual Development
      1.1.5 Vice-President Sports & Recreation
   1.2 The four deputy positions will report to the President for the purposes of line management

2. **Conduct**
   2.1 Postholders will be subject to the procedures as laid out in the Staff Handbook in force at the time with the exception of procedures relating to performance in their role
   2.2 Performance issues will only be dealt with by the informal performance procedure, motions of censure and no-confidence
   2.3 Officer trustees facing disciplinary action under the procedures in the Staff Handbook will be subject to those disciplinary procedures
   2.4 Before any disciplinary action is taken against an officer trustee, the external trustees & student officer trustee must first confirm the matter is not related to performance and confirm the action to proceed
   2.5 Officer trustees will not be subject to social disciplinaries; any misconduct will be dealt with by motions of censure, no-confidence and the staff handbook procedures

3. **Term of Office**
3.1 The term of office shall be one year and the dates of the term will be agreed by the board of trustees annually

3.2 Any term started, but not completed for whatever reason shall count as one term of office under the Education Act 1994

3.3 Officer Elect members shall be those members who have been elected by cross campus ballot but yet to take the post of Officer Trustee

3.4 Officer Elect members shall be subject to all disciplinary procedures as per ordinary members

4. Remuneration, Expenses and Allowances

4.1 The management committee shall make a recommendation annually to the board of trustees regarding the annual remuneration and allowances for the Officer Trustees

4.2 Sitting Officer Trustees may not approve alterations to remuneration for their term of office

4.3 Officer Trustees elected to hold post for a second term must absent themselves from trustee decisions on future remuneration

4.4 Expense claims for officer trustees shall be authorised by the president

4.5 Expense claims for the president shall be authorised by the student trustee

4.6 The president shall be the sole Officer Trustee permitted to authorise or claim for entertaining expenses

5. Vacant Positions

5.1 Should any position fall vacant for any reason, the board of trustees shall decide from the following options as to how to fill that position

5.1.1 A bye-election to fill the vacant position, the elected post holder will be required to assume the duties of a trustee under article 41.2

5.1.2 Allow the officer-elect to take the position early (any part term will count as one term under the education act)

5.1.3 Distribute the duties amongst the remaining positions providing the provisions of article 37.6 are met

5.1.4 If it is not possible to meet the provisions of article 37.6, the appointments committee may promote a part time officer from the executive committee, nominated by the executive committee to the role of officer trustee.
5.2 Any officer trustee wishing to resign their post must do in writing to the Chief Executive who must report this resignation to the executive committee and board of trustees at the earliest opportunity.

5.3 With the exception of Article 37.6, any officer trustee resignation will be effective immediately.

5.4 This procedure shall also apply to officer trustee elect positions.

6. Membership

6.1 There shall be the following classes of membership:

6.2 Full Membership shall be available to:

6.2.1 All Students at the University of Surrey shall become full members of the Students’ Union until graduation or opting-out.

6.2.2 Elected officer trustees.

6.2.3 Officer trustees elect.

6.2.4 All students and elected officer trustees in the interim period between successfully graduating in a course of study or a term of office, and registration on another course beginning in the next academic period. This provision does not apply to members course terminated, or leaving their course prematurely.

6.3 Valid identification for full members shall be the University of Surrey campus card in force at that time.

6.4 Staff membership shall be available to:

6.4.1 Staff of the Students’ Union.

6.5 Associate Membership shall be available to:

6.5.1 Staff of the University of Surrey.

6.5.2 Graduates of the University of Surrey.

6.5.3 Partners and children of full members.

6.5.4 Partners and children of staff members.

6.5.5 Students registered at the following institutions:

i. Academy of Contemporary Music (ACM)
ii. University of Law, Guildford

iii. Farnborough College of Technology

6.6 Associate members

6.6.1 May take part in any activity as per full members

6.6.2 May hold non-signatory positions on group committees

6.6.3 May not take part in any decision making process of the Students' Union including elections

6.6.4 May speak at meetings once permission of the meeting has been granted

6.7 Honorary Membership

6.7.1 Honorary membership shall be awarded solely by the Board of Trustees

6.7.2 Honorary membership is subject to the same conditions of membership as per 6.6

6.8 A register of members shall be maintained in alignment with the current data held by University of Surrey Registry

6.9 Members wishing to opt out shall inform the President in writing, or Registry during enrolment. They shall receive written confirmation that they have opted out

6.10 Students who have opted out of membership shall be required to opt out each academic year if they wish to remain opt out members.

6.11 Opt out members shall enjoy all the rights of full members but may not take part in any decision making process of the Union

6.12 Terminated members as per Article 11.4 shall have all rights of membership removed, including access to the Union premises and facilities.
The Executive Committee is the main decision making body for the Students’ Union. They shall collectively lead the Union through campaigns and representation for each academic year. The Executive Committee shall also be the main body for holding the Officer Trustees to account.

7. Positions

7.1 The Executive Committee shall comprise of one chair and 12 members as follows (in deputy order)

7.1.1 Union Chairperson
7.1.2 President
7.1.3 Vice-President Education
7.1.4 Events & Trading Officer
7.1.5 Vice-President Welfare
7.1.6 Communications Officer
7.1.7 Vice-President Societies & Individual Development
7.1.8 Ethics & Environment Officer
7.1.9 Vice-President Sports & Recreation
7.1.10 Community Officer
7.1.11 Equality & Diversity Officer
7.1.12 Postgraduate Development Officer
7.1.13 International Development Officer

7.2 All members shall have an equal vote and standing on the committee

7.3 Part time members of the executive committee will hold their position until

7.3.1 They have reached the conclusion of their term of office or
7.3.2 They cease to be a full member of the students’ union or
7.3.3 They are removed from office following a referendum of no confidence

8. **Meeting Process**

8.1 The Union Chairperson shall be the member responsible for committee meetings, including:

8.1.1 Scheduling

8.1.2 Advertising to all members

8.1.3 Distribution of papers

8.1.4 Provisions of minute taking

8.1.5 Receiving apologies

8.1.6 Chairing of meetings

8.1.7 Publication of minutes and policies passed

8.2 The Union Chairperson may delegate any functions under B2 to staff members as appropriate

9. **Attendance and Quoracy**

9.1 Any member may attend and speak at Executive Committee meetings, however only committee members may vote

9.2 The quoracy for the committee shall be 50% of the voting members plus 1

9.3 Voting intentions may be accepted *in absentia* at the discretion of the Union Chair providing

9.3.1 The Union Chair is satisfied that no further information has been presented to the meeting that may alter a voting intention

9.3.2 Papers circulated prior to the meeting were received by the absent member

9.3.3 No more than 25% of the committee may be permitted to vote *in absentia*

9.4 All votes shall pass with a simple majority

9.5 The chair shall possess the casting vote

9.6 Should the Union Chair wish to participate and vote in a debate, the chair shall be waived to the next deputy willing to assume the chair.
The Union Chair shall not resume the chair until such time as it is waived back

Any member may attend Executive Committee meetings and speak with the agreement of the Chair

Any full member may present policy motions to the Executive Committee for consideration, the procedure for doing so shall be set and clearly publicised by the Union Chair

Motions to be discussed shall be published to members in advance of the meeting to a schedule as determined by the Union Chair

Executive Committee meetings shall be run in accordance with the general committee rules

Meetings shall be held at a minimum of a fortnightly interval during term time

Outside of term time the Officer Trustees may act as the Executive Committee, excepting the provision in byelaw B3.15

Any policy motions presented outside of term time may only be passed by a quorate committee as per byelaw B3.2

Policy motions presented to the Executive Committee may not overturn, amend, alter or distort policy motions passed, or pending debate by a Members Meeting (annual or extraordinary)

Passed Policy

Unless specifically stated, policy motions passed at any committee meeting shall form Student Union policy for a period of three years, after which they expire.

Section C.

How Members can run their Union

The Annual Members Meeting (AMM)

The Annual Members Meeting shall be held once in every 12 month period

The AMM shall be called by the Union Chair, and all full members shall be invited to attend

All members shall have the opportunity to submit appropriate motions for consideration at the AMM up until 15 days prior to the AMM
11.4 The agenda and supporting documents will be made available for all members a minimum of 14 days before the meeting.

11.5 The quoracy for the AMM shall be 120 full members, no business may be discussed before this attendance is reached.

11.6 The AMM will be presented with the annual affiliations of the Students Union for approval by the members.

11.6.1 Any affiliation rejected by the AMM shall be put to a referendum to all members

11.7 The AMM will be presented with the annual audited accounts of the Students’ Union

11.7.1 The AMM shall vote to agree that audited accounts have been presented in full. The AMM do not have the authority to amend or disagree with the final audited accounts.

11.8 The AMM will be presented with the forthcoming budget for the Students’ Union

11.8.1 The AMM may accept or reject the proposed budget

11.8.2 The AMM may vote to convene an EMM to review a revised budget or refer the budget to the board of trustees for consideration.

11.9 The AMM will be presented with motions to alter the core constitution (articles) or byelaws of the Students’ Union

11.9.1 Any motion to alter the core constitution (articles) of the Union will require a 75% majority to pass

11.10 The AMM can be presented with a Motion of No Confidence. This process is covered by byelaw 12

11.11 There shall also be provision for an Extraordinary Members Meeting (EMM)

11.11.1 An EMM shall be called

(a) after a petition of 120 full members is presented to the Union Chairperson OR

(b) a resolution is passed to call an EMM by the Board of Trustees

11.11.2 The petition shall state the AMM agenda items that the members wish to discuss at an EMM

11.11.3 An EMM shall run, and have the same power as an AMM, with the exception of the agenda which will be set by the petition.
12. **Removal from Office**

12.1 Members can be removed from any position that they hold, including (but not limited to)

12.1.1 Sabbatical Positions

12.1.2 Committee Positions (as per the committee appendix)

12.1.3 Signatory positions within groups

12.1.4 Miscellaneous elected positions

12.2 Special provisions exist within Articles 37 – 39 for the removal of trustees

12.3 Any member who has their membership rights terminated, removed from office through a no confidence referendum, or opts out shall lose any position they hold forthwith.

12.4 Provision may be made within individual committee definitions to remove committee holders by the committee

12.5 A Motion of No Confidence shall be presented in the following format

12.5.1 This Union has no confidence in [insert name of member] to hold the position of [insert position].

12.5.2 A testimony to be included as to why they are to removed from office

12.6 The member to be no confidenced will be presented with the no confidence motion a minimum of 14 days before the motion is published

12.7 The member to be no confidenced will have the opportunity to respond the the citation in 12.5.2 which will be published with the no confidence motion.

12.8 If the motion is to be answered by a no confidence referendum, the motion must then be signed by a minimum of 500 members

12.9 A referendum of no confidence will automatically be held when a member is censured on three occasions

12.10 A referendum of no confidence may be held on the agreement of the board of trustees following a recommendation from a full disciplinary panel

12.11 A no confidence referendum shall be run in accordance to the referendum rules within these byelaws, with the exception that the quoracy be 1000 members.

13. **Censures**
13.1 A censure is an official reprimand or judgement passed by the Students’ Union on regarding the conduct of an elected postholder.

13.2 Members may be censured by the following means

13.2.1 Passing of a motion of censure at the Executive committee

13.2.2 Imposed by the Democracy committee

13.2.3 Passing of a motion of censure at an AMM or EMM

13.2.4 Imposed by a full disciplinary panel

13.3 A motion of censure will clearly indicate which member is to be censured with a citation as to why they are to be censured.

13.4 Any full member may present a motion of censure to an AMM, EMM or Executive Committee Meeting

13.5 The member to be censured by the executive committee or a members meeting will be notified of the censure motion a minimum of 14 days before the vote in order to respond to the censure testimony.

13.6 Only one censure motion may be in progress per member at any one time (e.g. there may not be concurrent censure motions relating to the same person).

13.7 Censure motions remain in place until the postholders concludes their term of office. In the case of the democracy committee issued censure, the censure remains in place throughout the entire term of office.
**Section D Standing Policies**
These are the policies which guide the day to day operations of the Students’ Union and are unlike standard policies, they do not expire after three years. No policy may be passed which contradicts, annuls or amends these policies.

**D1 Equal Opportunities Policy Statement**

That people should not be subject to discrimination or harassment and that Equal opportunities are fundamental to the work of the Students’ Union.

Discrimination against any person or group of individuals on the basis of political or religious beliefs, race or colour, appearance or marital status, ethnicity or nationality, gender or sexual orientation, illness, age, responsibility toward dependants or any disability will not be tolerated.

Harassment may be defined as offensive or hostile acts or expressions, which include verbal abuse, insults, jokes, graffiti, vandalism, threats and physical assault. In particular it is when interference with another person’s work or social life creates an intimidating or hostile environment. Any difficulty in defining harassment shall not prevent complaints being made.

Disciplinary action will be taken against any person or group of individuals breaking this Equal Opportunities Policy.

**D2 Environmental Policy**
The Students’ Union recognises climate change is real and that the misuse of natural resources as well as output of carbon dioxide is a primary cause

The Union will operate in an energy efficient manner at all times and actively seek ways to reduce energy consumption

The Students’ Union shall seek to improve its environmental performance year on year as technology allows

All relevant legislation and directives shall be complied with both in letter and spirit

We shall engage at all levels with the University of Surrey regarding environmental matters

All sabbatical officer shall consider ethical and environmental issues in their respective representation roles

Traded Services shall be responsible for the supervision of equipment control (e.g. vacation closedown)

Union buildings shall only use heating and/or cooling provided by the building infrastructure. Portable heating and cooling shall only be used on the instructions of the estates dept.
D3 Code of Practice for Responsible Drinking.

General principles

Ethical and Environmental principles are at the core of the Union’s values and this is reflected in Unions’ promotional activity. As a result, the Union will not undertake marketing and promotional activity which is considered to be offensive or demeaning to either gender or to any race, religion, culture or minority group.

USSU is proud of its longstanding commitment to such principles and is committed to showing a greater degree of sensitivity to such matters than many other organisations. This can mean what is deemed appropriate in other environments is not appropriate in the Students’ Union environment.

Responsible drinking

USSU recognises that Alcoholic beverages are the predominant part of the Union's commercial activity. Equally, we recognise that they represent an important part of Students’ experience of University life. However, USSU also recognises that:

Alcoholic beverages may be consumed irresponsibly, creating problems for the individual and for society as a whole.

We have a responsibility to ensure that we market and promote alcohol responsibly.

Marketing code

Compliance with laws and regulations

All Commercial Services marketing activities will be in keeping with both the letter and the spirit of all applicable national laws.

Commercial Services promotional policy

USSU will ensure that drinks promotions will encourage responsible consumption by those adults who choose to drink and will not support activities which encourage excessive consumption.

All promotional activity will comply with the Portman Group policy on commercial communications and should therefore avoid:

- Association with anti-social behaviour
- Purchase or sale to under 18’s
- Appealing particularly to under 18’s rather than adults
- Suggestion of sexual success or prowess
- Association with illicit drugs
- Encouragement of illegal, irresponsible or immoderate consumption
Unacceptable promotional activity

In addition to activity which is not in line with our General Principles, the following promotional activity are not acceptable;

Any promotional activity which implies drinks being ‘downed in one’ or which incentivises speed drinking

Promotions that involve drinking games

All inclusive promotions – including large quantities of, or all drinks, in the admission fee

Any promotion that involves an initial payment to obtain reduced price alcohol for a sustained period

Promotional activity which includes cars in any way, including cars as prizes

Links with any tobacco related products in promotions e.g. match boxes, cigarette lighters, ashtrays etc

Promotions which refer to the effects of intoxication in any favourable way, e.g. referring to consuming alcohol to recover from previous over-indulgence, or glamorising excessive or irresponsible drinking

Use of image/symbols/characters or persons in promotional material that appeal to those under the legal purchase age

Direct or indirect references to drug culture or illegal drugs

Association with violence or anti-social behaviour

Activity which presents abstinence in a negative light

Sampling activity involving staff under the age of 18

Sampling activity which offers more than 1.5 units of alcohol per person
1. **PREAMBLE**

1.1 The University of Surrey Students’ Union is established as a collective self-governing organization of its members.

1.2 Central to the resources of the Students’ Union are the employed staff that provide continuity, professional advice, managerial expertise, and the day-to-day operation and implementation of policy.

1.3 The purpose of protocol arrangements is to clarify the relationships between students, their elected representatives and members of the staff.

2. **OBJECTIVES**

   It is the objectives of this protocol to ensure that:

2.1 The Students’ Union complies with all current employment legislation.

2.2 Individual members of staff are protected from breaches of confidentiality in respect of personal matters and to ensure that only the Students’ Union Management Committee deals with contractual matters.

2.3 The Students’ Union is protected from any interference by the employees in the conduct of governance of the Students’ Union.

2.4 The Students’ Union is committed to the effective implementation and maintenance of anti-discrimination and equal opportunities policies in respect of all its personnel practices.

2.5 The Students’ Union strives to develop and maintain sound employment practices and good staff relations.

3. **MANAGEMENT COMMITTEE**

3.1 The Human Resources Committee shall be solely responsible for all matters relating to the recruitment, selection, appointment and terms and conditions of staff.

3.2 The Human Resources Committee shall consider such matters in the strictest confidence.

4. **RESPONSIBILITIES OF UNION STAFF**

4.1 The employed staff of the Students’ Union shall not participate in the democratic processes of the Students’ Union, except for the purposes of administration and logistical support.

4.2 Staff shall not exercise a vote in any meeting organized under the auspices of the Constitution of the Students’ Union.

4.3 Staff members shall advise elected officers of the Students’ Union on any matter that is within their area of work, but shall not seek in any other way to influence policy decisions.

4.4 Staff shall not take part in any public discussion of Students’ Union policy, nor knowingly give public expression to views that are contrary to the policies of the Students’ Union.

4.5 Staff shall not comment to representatives of the media, which shall include the student media, in relation to Students’ Union policy without the prior authority of the President. This shall only apply when staff speaks in their capacity as a Students’ Union employee.

4.6 Staff shall not enter into discussion with members of the Students’ Union as to the performance of an officer of the Students’ Union.
4.7 With regard to part time members of staff, who are also students of the University, then the onus of responsibility placed on staff by this agreement shall override the privileges of Union membership.

5. **RESPONSIBILITIES OF THE STUDENTS’ UNION**

5.1 The elected officers of the Students’ Union shall share a collective and individual responsibility to ensure the discussions on matters relating to the performance or conduct of members of staff shall only take place at meetings of the Senior Management Committee.

5.2 The responsibility shall include ensuring that such matters are not addressed in any articles, correspondence or other similar publications produced under the auspices of the Students’ Union, except where an overriding public interest (detecting or exposing crime or a serious misdemeanor) can be demonstrated.

6. **STUDENT STAFF**

6.1 Students may be employed as staff of the Students’ Union to carry out specific duties within the Union’s employment structure. The Human Resources Committee shall determine the procedures for the recruitment and selection of such staff.

6.2 Students so employed may only raise complaints about their employment through the line management structure.

6.3 Students employed as staff on a temporary basis shall enjoy the full rights and benefits of membership of the Students’ Union, provided they are a member of the Students’ Union.

6.3 Student staff shall not raise any matters in relation to their individual employment with the Students’ Union at any meeting held under the auspices of the Students’ Union Constitution or in any public forum or meeting.

7. **PROCEDURE FOR COMPLAINTS ABOUT STAFF**

7.1 Any full member of the Students’ Union who has cause for complaint on a matter relating to any individual or group of staff employed by the Students’ Union shall raise the matter with the President.

7.2 The President shall raise such matters with the HR Manager and Director of the Students’ Union. The complaint shall be investigated and the President shall advise the student raising the complaint of the result of the investigation.

7.3 If, as a result of the investigation of a complaint, action is required with regard to the conduct of a member of staff then the matter shall be referred through the Staff Disciplinary Procedure.

8. **PROCEDURE FOR COMPLAINTS BY STAFF**

8.1 Any member of staff having cause to complain about the conduct or behaviour of a student shall raise the matter in confidence with the HR Manager and the Director of the Students’ Union.

8.2 The HR Manager and the Director of the Students’ Union shall raise the matter with the President. The complaint shall be investigated and the HR Manager and Director of the Students’ Union shall report back to the staff member.
8.3 If, as a result of the investigation of a complaint, action is required with regard to the conduct of a particular student then the matter shall be referred through the Student Disciplinary Procedure.

9. DISCIPLINE AND GRIEVANCE PROCEDURES

This protocol agreement does not affect any employee’s rights to process under the Staff Disciplinary and Grievance Procedures of the Students’ Union.

D5. No Platform Policy.
1. This Union condemns racism and fascism in every form;
2. This Union refuses a platform at all Union-run events to groups and their members that are known to incite racial hatred;
3. This Union refuses the attendance of a Union speaker at any events where a group or member known to incite racism hatred is expected to speak;
Part 2. Student Activities

Section E Clubs, Societies and Groups

Clubs and societies are one of the core activities of the Students’ Union. They should be widely accessible to all members, and administered efficiently with due care and attention to the use of Union funding. These are semi-autonomous groups, which only exist through the existence of the Students’ Union. Groups may run their own affairs as they see fit, providing they adhere to byelaws and policies as agreed in these constitutional documents.

14. Groups

14.1 A group is defined as a correctly constituted Student Group which has held a valid AGM within the previous 13 months

14.2 The term ‘group’ within these byelaws shall refer to all clubs, societies, amenities or any other constituted group.

14.3 A group will only be regarded as ‘correctly constituted’ once its constitution has been approved by the appropriate standing committee, and a valid AGM has taken place.

14.4 Any member may be a member of a group.

14.5 The recognised membership of each group shall be through the means prescribed by the VP Societies & ID

14.6 Group committee may not place upon any section of the full or opt-out membership restrictions on joining the group implicitly or explicitly

14.7 Group committees are permitted to place membership restrictions on all classes of membership apart from full members, such as membership fees and priority for activities.

14.8 All group constitutions shall contain the basic group constitution

14.9 Each standing committee may not constitute any group which stated aims and objectives run contrary to the aims and objectives of the Students’ Union, or conflict with any standing policy

14.10 All groups shall have equal standing within the Students’ Union regardless of activity or membership

14.11 All members shall be entitled to join a group unless specifically prevented by a disciplinary procedure
14.12 The Students’ Union shall not be permitted to afford any group not constituted or outwith a valid AGM;

14.12.1 Protection or insurance from any liability or activity

14.12.2 Administrative assistance

14.12.3 Access to resources

14.12.4 Funding

14.12.5 Any such other assistance that is afforded to valid groups with the exception of

14.13 The Students’ Union may only assist an unconstituted group assistance in with becoming a correctly constituted group (e.g. form a constitution or hold an AGM)

14.14 In order to remain an active group, each group must;

14.14.1 Produce an annual plan and review of activities

14.14.2 Produce an annual inventory of equipment and belongings

14.14.3 Provide committee member contact details

14.14.4 Hold a valid, quorate AGM

14.15 Groups who do not fulfil the requirements of 14.14 shall become dormant

15. AGMs

15.1 Each group shall be required to hold an Annual General Meeting at least every 13 months

15.2 An annual deadline for group AGMs and committee handover shall be published by the VP Societies to coincide with committee training

15.3 It shall be the responsibility of the incumbent committee to notify the Union of intention to hold an AGM

15.4 It shall be the responsibility of the relevant Vice-President to;

15.4.1 Book an appropriate room

15.4.2 Advertise the AGM

15.4.3 Arrange an official to oversee the AGM
15.4.4 Provide adequate resources for the AGM (e.g. ballot papers)

15.5 The responsibilities under byelaw 15.4 may be delegated to staff members

15.6 All AGMs must be widely advertised for a minimum of 14 calendar days before the event to allow all members to attend

15.7 The quoracy for an AGM shall be 10 full members, or 50% of the membership total for that group; whichever is the lower figure.

15.8 Each AGM shall have the following agenda

15.8.1 Apologies for absence

15.8.2 Outgoing committee report on previous year

15.8.3 Election of incoming committee

15.8.4 Proposed objectives for the forthcoming year

15.8.5 Adoption of objectives for the forthcoming year

16. AGM Voting

16.1 The voting system for each AGM shall be simple majority (first past the post) with the exception of elections as per 23.3

16.2 Each AGM shall contain a voting option for Re-Open Nominations

16.3 The RON (Re-Open Nominations) option may be included as ‘none of the above’

16.4 Voting will be held in secret at the sole discretion of the official overseeing the AGM

16.5 Ballot papers shall at all times be dispensed and counted by the official overseeing the AGM and/or their appointed assistant

16.6 Only full members shall be permitted to vote in a group AGM

16.7 The official overseeing the AGM may require voting members to produce membership cards in order to vote

16.8 The only officials competent to oversee group AGMs shall be members of the executive committee, the chairperson of the relevant standing committee to which the group reports, or staff members as designated by the democracy committee.

16.9 The procedure for AGM elections is as follows

16.9.1 Only full members may stand for signatory positions
16.9.2 All committee candidates must be proposed by at least 1 full member

17. Committee Positions

17.1 Each committee shall contain 3 signatory positions

17.2 Groups may designate and vote on further positions, however they shall hold no signatory authority

17.3 All actions taken on behalf of the group shall require the signature of at least two signatories

17.4 Any full member may present themselves for election to any of the committee positions providing they are nominated by one additional full member during the AGM

17.5 Only full members are permitted to hold signatory positions or nominate any committee position candidate

17.6 The Union shall be required to provide adequate training and guidance to all committee position holders as soon as practicable following an AGM

17.7 The committee elected at each AGM shall take office on the appointed day set by the VP Societies as per 15.2

17.8 Incoming signatory committee members shall only be permitted to take office following attendance to the designated committee training

17.9 Incoming signatory committee members may only take office without attending committee training at the discretion of the VP Societies

17.10 All non trained signatory committee members must be reported to the executive committee until all signatory committee members have completed the designated committee training.

17.11 Providing there remains a minimum of two signatory committee members in position the committee may make provision for electing from the full membership a replacement for any vacant committee position

17.12 Elections for vacant committee positions must be held as per rule 16

18. Invalid AGMs

18.1 Any member who feels the provisions of byelaws 15, 16, or 17 have not been adhered to may request to the relevant vice president for an annulment of the AGM

18.2 If said Vice-President officiated at the AGM, then the appeal will be presented to the next upward deputy or Union Chair
18.3 If the member is not satisfied with the response from their request, they may appeal directly to the returning officer stating the reasons as to why they are appealing.

18.4 The returning officer may decide to

18.4.1 Refuse to hear an appeal

18.4.2 Issue guidance on future matters of procedure

18.4.3 Overturn the original decision

18.5 In the event of a complaint being made the relevant officer trustee (or in the case of an appeal the returning officer) shall first determine if there is a case to answer

18.6 If there is no case to answer the relevant officer trustee (or in the case of an appeal the returning officer) shall write to the complainant outlining how the provisions of byelaws 15, 16, 17 were met

18.7 If there is grounds for a complaint the group activities shall be suspended until a valid AGM is held

18.8 Should the complaint be upheld the relevant officer trustee (or in the case of an appeal the returning officer) shall instruct the AGM to be invalid, and a new AGM to be held under EGM rules

19. **Extra-Ordinary General Meetings (Groups)**

19.1 EGMs for groups shall follow the procedure for AGMs

19.2 An EGM must be held for a group within three term weeks if;

19.2.1 There are less than two members holding signatory positions

19.2.2 A petition of at least 50 valid full members has been presented to the President requesting an EGM

19.2.3 Bylaw 18.8 is enacted

19.3 In the case of 19.2.1 or 19.2.2 all committee position will then be vacated at the EGM

19.4 If there are less than two members holding signatory positions, the group shall be classed as dormant until a valid EGM is held

20. **Creation of Groups**

20.1 Only full members may propose the creation of a new group
20.2 In order to create a new group there must be

20.2.1 A petition of 20 full members presented to the relevant officer trustee

20.2.2 A completed group constitution

20.2.3 A majority vote in favour of creating a new group by the relevant standing committee

20.2.4 Sports clubs to be created may be subject to additional conditions within the Team Surrey memorandum of understanding

21. Dormant Groups

21.1 A dormant group may be restarted by fulfilling the conditions required of an active group

22. Dissolution of Groups

22.1 A group may cease to exist by the following means

22.1.1 A dormant group is not restarted within 18 months of becoming dormant

22.1.2 A full disciplinary panel instructs the dissolution of the group

22.2 Any active group which ceases to be valid through not meeting these byelaws will be classified as dormant

22.3 A group may remain dormant for a period of 18 months in which time the group may be restarted by holding a valid AGM

22.4 Dormant groups will cease to exist 18 months after becoming dormant. The group must be reconstituted from new.

22.5 Any funds held in a dormant groups ‘own funds’ account will be held pending transfer to a group with similar aims and objectives

Provisions for group finances are included in part 4
Part 3. Elections

23. Principles

23.1 All Union elections with the exception of group AGMs as per part 2 shall be held in accordance with part 3 rules

23.2 Each election will be held according to the following principles

23.2.1 Fair access for all potential candidates

23.2.2 Secure voting by members

23.2.3 A robust election process in which the members have confidence

23.3 All cross campus elections shall use the ERS’97 (STV) voting system (http://www.electoral-reform.org.uk/votingsystems/stvrules.htm)

23.4 All Officer Trustee, Executive Committee, and such other positions as determined by the democracy committee shall be elected by cross-campus ballot

23.5 Elections that are held as cross-campus ballots, which will be satisfied under the following conditions

23.5.1 Electronic or Internet voting which may be used exclusively

23.5.2 Polling stations at a minimum of three locations on the Stag Hill campus

24. Election Officials

24.1 The Democracy committee shall be responsible for the annual appointment of a competent returning officer

24.2 The returning officer may not be a full member of the Students’ Union

24.3 All members will have the opportunity to object to the appointment of the returning officer on the following grounds

24.3.1 They are not a competent person

24.3.2 Evidence of bias

24.3.3 Conflict of interest

24.4 Objections may be heard by the democracy committee up to 14 days after the appointment is announced
24.5 The returning officer and the democracy committee may in turn appoint a number of deputy returning officers to assist in the administration of the election.

24.6 The returning officer remains responsible for the conduct of the deputy returning officers.

25. Rights of full-members

25.1 All Full Members and only Full Members are eligible to stand for any position unless stated otherwise in the Union Officer Rules.

25.2 No person may stand for more than one post in the same election.

25.3 A Full Member may not serve as an Officer Trustee for more than two (2) years, whether consecutive or non-consecutive.

25.4 Only full members are eligible to nominate or propose another student in the election.

25.5 Full Members have the right to attend and participate in the Question Time for the candidates.

25.6 Full Members have the right to information about the process of the election, the positions available and the candidates standing in the election.

25.7 Full Members shall have the right to object to the validity of any candidate.

25.8 Full Members have the right to vote by secret ballot in the elections, however ballots may be numbered for the purposes of fraud prevention and auditing.

25.9 The returning officer duties can be delegated to deputy returning officers.

26. Election Process

26.1 The returning officer shall produce the following information for all potential candidates at least 14 days prior to the closing of nominations.

26.1.1 Election timetable, comprising

(a) Nominations close time

(b) Deadlines for any relevant submissions

(c) Election briefing time & location

(d) Voting times

(e) Count and results announcement time
26.1.2 Voting mechanism to be used

26.1.3 Permissible spending limit on campaign

26.1.4 Nomination requirements, e.g. how many proposing members are required for each candidate

26.1.5 Regulations specific to that contest

26.2 Nomination forms received before the deadline with all information correct and valid shall be accepted.

26.3 The RO shall have sole discretion to allow amendments to incorrect nomination forms after the nomination deadline

26.4 The RO shall have sole discretion to accept nominations after the nomination deadline if appropriate extenuating circumstances are presented

26.5 The list of valid candidates shall be published as soon as practicable following the nomination deadline.

26.6 The RO shall be responsible for publicising the access to the voting system and voting times

26.7 All elections shall be open for voting for a minimum of 1 working day and must be held within University term dates

26.8 There shall no access to ballot papers or votes while an election is in process, and no interim results shall be produced

26.9 The RO shall ensure that access to voting is restricted to full members only according the electoral roll

26.10 The electoral roll shall be produced prior to the start of voting and no changes shall be permitted during the election with the exception detailed in 26.11

26.11 Any member who has been excluded from the electoral roll owing to administrative error may be added by the RO

27. Election Events

27.1 The RO shall be responsible for organising the election events as detailed

27.2 Attendance to the election events shall be optional for all candidates

27.3 The RO shall not be required to make special provisions for any candidate who does not attend any election event for whatever reason
27.4 There shall be an election briefing for all candidates which will cover

27.4.1 Election rules from these byelaws

27.4.2 Election rules specific to that contest

27.4.3 Explanation of other election events

27.5 There shall be a candidate question time for each position contested

27.6 The candidate question time must

27.6.1 Be free to enter for all members

27.6.2 Be chaired by the RO or a DRO to allow for a free and fair debate between the candidates

27.6.3 Be publicised for all members to attend and participate

27.7 Speaking rights for election events shall be confined to full members

28. Election complaints

28.1 The returning officer shall be the sole official to deal with election complaints in the first instance

28.2 Any full member may complain to the returning officer regarding any aspect of the election

28.3 On receipt of a complaint the returning officer may refuse to consider a complaint if it is deemed to be

28.3.1 Frivolous

28.3.2 Vexatious

28.3.3 Repetitious

28.4 When considering complaints regarding candidates, the RO must take into consideration the byelaws and the rules specific to that contest as well as any relevant policies in force

28.5 The RO may

28.5.1 Take no further action

28.5.2 Issue a clarification to all candidates
28.5.3 Issue a warning

28.5.4 Issue one or more strikes

28.5.5 Refer the complaint to the University of Surrey Dean of Students for guidance

28.5.6 Suspend the election

28.6 If a candidate receives a total of three strikes, then they are automatically removed from the election process. Voting preferences for these candidates are passed over to the next subsequent preference

28.7 Any candidate removed from the election process will have the right to appeal their exclusion to the democracy committee as detailed in the complaints procedure

28.8 Any candidate appealing exclusion shall remain in the election until such time the appeal is heard

28.9 Should an appeal hearing as per 28.8 be scheduled after the close of voting, the election in which that member is participating shall not be counted until the appeal procedures are completed

28.10 Any candidate who has their membership rights removed during the election process shall be excluded from the process

28.11 The University of Surrey are obliged by law to ensure free and fair elections in the Students’ Union. Any member may complain to the Dean of Students regarding the conduct of the RO

28.12 In the event of a justified complaint regarding the conduct of the RO, the democracy committee shall be obliged to act on the adjudication from the Dean of Students.

28.13 The RO shall have the authority to suspend or cancel any election if they believe the process has become compromised for whatever reason

28.14 If the RO considers any decision of the democracy committee to be contrary to the core constitution, the byelaws or the code of conduct they may report their concerns directly to the Vice-Chancellor of the University of Surrey.

28.15 The Vice-Chancellor has the ultimate authority to suspend or cancel any election within these rules.

28.16 Following the completion of the election process the RO shall produce a summary report of complaints received and adjudications delivered which may be used as precedents for future elections.

29. **Suspended Elections**
29.1 If an election is suspended, all ballot boxes or access to electronic voting portals shall be suspended

29.2 Ballot boxes shall remain sealed while the election is under suspension

29.3 The maximum period an election may remain in suspension is five working days

29.4 The RO shall make all reasonable efforts to publicise to the membership when the election shall resume

29.5 If any candidates are excluded or withdraw during the period of suspension, ballot papers or forms with their names included shall be withdrawn. These candidates shall be removed from any election lists.

30. **Cancelled Elections**

30.1 In the event of a cancelled election no count shall take place

30.2 All positions will be re opened for nominations

30.3 Any candidate excluded from the previous election shall be entitled to stand in the re-run election providing they still meet the requirements of being a candidate

31. **Referenda**

31.1 Any full member may call for a referenda on presentation of a valid petition containing the signatures of at least 150 full members collected with one term

31.2 The executive committee may put any question to a referendum on a unanimous vote

31.3 The executive committee may combine multiple questions on one ballot providing there are no contradictory questions

31.4 It is the responsibility of the RO to hold a referendum election within 10 term weeks of the petition being presented.

31.5 All referendum questions shall be stated on the petition and shall have a simple yes or no answer

31.6 The board of trustees may exclude any referendum question on the following grounds

31.6.1 The question would bring the Union into disrepute

31.6.2 The question contravenes the standing policies

31.6.3 The question has been answered by a motion passed in a General Meeting (Article 14)
31.6.4 The question has been answered in a referendum held up to two years previously

31.7 Referendum votes will be conducted according to the election rules, with the exception of the voting system which shall be first past the post

31.8 Referendum questions will pass with a simple majority

### Part 4. Finances

32. **Responsibilities**

32.1 The board of trustees have responsibility for the correct administration of the Union finances

32.2 The board of trustees may delegate their responsibility to the chief executive

32.3 The chief executive has the authority, subject to the agreement of the Finance Committee to

32.3.1 Open bank accounts

32.3.2 Enter into legal & contractual agreements

32.3.3 Employ staff

32.3.4 Set staff remuneration

32.3.5 Make investments

32.3.6 Take appropriate measures on behalf of the board as required for the successful operation of the Students’ Union

32.4 The finance committee may delegate operational issues to the chief executive

32.5 The chief executive shall be required to recommend to the Board of Trustees an auditor for the Students’ Union annually

32.6 The chief executive shall be required to prepare annual budgets in line with the requirements of the board of trustees and the memorandum of understanding

32.7 The chief executive shall be required to prepare quarterly financial reports in line with the requirements of the board of trustees and the memorandum of understanding
32.8 The board of trustees shall have the authority to delegate signatory authority on all Union accounts and agreements

32.9 All financial transactions shall require a minimum of two signatures

32.10 The board of trustees shall agree annually a financial procedures manual to ensure the correct operation of the Union accounts and transactions.

32.11 All funds and assets shall remain in the ultimate control of the board of trustees

33. Rights of Full Members

33.1 Full members may have access to any aspect of the Union financial data with the exception of data excluded by the data protection act, or data held by Union in confidence.

33.2 Expenses shall be available for all members to view on request

34. Group Finances

34.1 Each group signatory committee shall be responsible for the correct administration of their group finances

34.2 In the event of a committee failing to administer the group finances correctly the committee members shall face a collective disciplinary

34.3 It shall be the responsibility of the group committee to correctly account for all group finances through the Union finance office

34.4 Groups are not permitted to hold accounts or funds in any location other than the Students’ Union.

34.5 All group funds must be declared and deposited in the group accounts within the Union

Part 5. Fundraising

35. RAG

35.1 All fundraising activities organised by the Union for charities other than the Students’ Union shall be administered through RAG

35.2 Any fundraising activity shall clearly state

35.2.1 That a portion of the fee for the event or service will be held by RAG
35.2.2 In the event that part of a fee is donated to RAG, the portion shall be clearly stated

35.3 Funds raised for RAG shall be held by the Union in escrow for the RAG fund

36. **RAG Fund**

36.1 The RAG fund shall invite bids from regulated charities to be considered for donations from the RAG fund.

36.2 The RAG fund shall be donated according to the RAG donation policy.

36.3 The Union shall produce in its annual report a summary of bids received and a detailed report of funds donated.

36.4 The RAG committee shall produce a clear and transparent bidding process for charities seeking funds

**Part 6. Miscellaneous Provisions**

37. **Honorary Membership**

37.1 Any class of member can nominate an individual, group or entity for honorary membership of the Students’ Union

37.2 Honorary membership is a symbolic accolade awarded in extraordinary circumstances to those who have distinguished themselves by meeting one or all of the following criteria

37.2.1 A continued dedication to improving the experience of University of Surrey Students through the course of their career or studies.

37.2.2 Have improved the experience of University of Surrey students through an individual action

37.2.3 Recognition of an outstanding achievement by a current member

37.2.4 A non-member who has provided extra-ordinary assistance and/or expertise as a volunteer for a Union activity

37.3 Honorary membership is awarded by the board of trustees

37.4 Honorary members receive no membership rights
Part 7. Discipline

Overview
The disciplinary process covers all instances where membership rights are removed or curtailed, this includes;

- Removal from office
- Restriction on entrance
- Restriction on voting
- Restricted access to Union activities (including that of groups)
- Prevention from holding office

The disciplinary process should be

- Fair
- Easy to understand
- Prompt

Students should not be disciplined multiple times for the same incident.

As there are a number of situations that may result in disciplinary action, therefore a number of different processes are available to be used. The different processes are not to complicate the disciplinary overall but to ensure the correct process is available for the situation. The overall ownership of the disciplinary process belongs with the Board of Trustees. It is important that the correct procedure is used for the correct situation (for example a contravention of security policies inside the nightclub should not result in a No-Confidence vote). The final decision for the correct process (where there is a dispute) shall rest jointly with the Chair and Deputy Chair of the trustees

38. Disciplinary action may be taken against

38.1 Individual Members (all classes)

38.2 Constituted Groups

39. The disciplinary process is the responsibility of the Board of Trustees; however administration of the process is the responsibility of the Chief Executive.

40. In the case of a constituted group having disciplinary action taken against them, sanctions may be imposed against any individual member of the group committee as well as the group committee (signatories) as a whole.

41. There are following disciplinary procedures

41.1 Full Disciplinary
The process for contravention of these bye-laws and/or Union policies by individuals, committees or groups. Commonly referred to as a ‘Union Disciplinary’
41.2  **Social Disciplinary**
the process used for ‘disrepute’ complaints, anti-social behaviour and incidents occurring within the trading areas, and including license offences. Commonly referred to as a ‘Club Disciplinary’

41.3  **Pre-Appeal**
The process that looks at all disciplinary appeals, and whether or not they proceed to full appeal

41.4  **Full Appeal**
the process to hear appeals from all processes. Identical to a Full Disciplinary

41.5  **Sporting Disciplinary**
for complaints and misdemeanours originating from Team Surrey and Union Sporting activities.

41.6  **Removal from Office**
The procedure to remove an elected officer from their position. Commonly referred to as a ‘Vote of No-Confidence’

41.7  **University of Surrey Disciplinary Hearing**
Student Disciplinary Regulations pursuant to Section 3(14) of the Charter, Section 5 of the Statutes, Ordinances 44 and 45.

42.  **Common Process**

42.1  Each disciplinary process will have three parts

42.1.1  **Trigger**

42.1.2  **Hearing**

42.1.3  **Outcome**

42.2  **Trigger**

42.2.1  This is the event which begins the disciplinary process.

42.2.2  Any individual or group may trigger a disciplinary, with exceptions outlined

42.2.3  There must be a clear indication of who is to be disciplined and for what offence

42.2.4  Before proceeding to a hearing, it must be first established that there is a valid case for a hearing, that a University disciplinary panel is not being held for this incident(s), and whether or not the case should be referred to OSCAR to be dealt with as a University incident
The decision to refer an incident to OSCAR will be taken by the panel chair

42.2.5 Clear evidence must be presented by the complainant as to why a hearing is required; if this is available a hearing may be called. The only forum for disputing whether or not evidence is ‘clear’ is the actual hearing itself. The defendant may challenge the evidence at the actual hearing.

42.2.6 Prior to the hearing, the member(s) or group(s) to be disciplined will be notified of

(a) Why they are being disciplined (Including the evidence)
(b) Details of the hearing, including their right to be accompanied
(c) Request for evidence and/or personal statement
(d) These procedures

42.2.7 Notification will be through the University E-Mail system where possible, any e-mail correspondence with no delivery failure will be regarded as received.

42.2.8 If the defendant(s) wishes to present evidence or a statement in their defence at the hearing, this must be provided in advance for distribution to the panel. It is optional for defendants to provide statements, and these may be presented orally at the hearing; however evidence must be available in advance.

42.2.9 All participants (panel and defendants), except witnesses shall receive the same information prior to the hearing

42.3 **Hearing**

42.3.1 The hearing will be arranged at a time mutually convenient for the panel members and the person or representative of a group who is alleged to have committed the contravention (the “respondent”). If a mutually convenient time cannot be found within a timely period, an appropriate time for the hearing will be decided. Participants may then choose to attend or not.

42.3.2 The hearing may go ahead in the absence of the Respondent

42.3.3 There should be adequate time between notification and the hearing for preparation. The definition of adequate time will depend on the process, and formed from precedents.

42.3.4 Each panel hearing will take the following form

(a) Panel convene, review documentation and appoint chair (if necessary)
(b) The respondent(s) are brought into the hearing, and introduced to the panel. The chair or secretary will explain the process. They will remain in the hearing until deliberation (There may be exceptions to this when witnesses are unable to be present in the hearing with the respondent, however this must be an exception).

(c) The panel will question the respondent(s) as necessary under the direction of the chair.

(d) The respondent(s) will have an opportunity under the direction of the chair to question the evidence or witnesses presented.

(e) The respondent(s) and their representative will have a final opportunity to make a statement to the panel.

(f) The respondent(s) and their representative will leave the hearing.

(g) The panel will deliberate on the outcome.

42.3.5 In attending the hearing each individual or group will be allowed one representative to accompany them. Their representative may speak on their behalf. If they decide not to be accompanied by a representative, then a member of student union staff not connected with the incident may provide advice concerning the hearing procedure.

42.3.6 The respondent(s) must notify in advance who they intend to bring as a representative. The hearing may be suspended by the chair if a representative is presented unannounced.

42.4 Outcome

42.4.1 The hearing outcome will be communicated to the respondent(s) as soon as the panel chair has decided on the final penalty (if any).

42.4.2 In reaching an outcome, the panel chair should first of all attempt to reach a unanimous outcome; otherwise a majority view will be acceptable.

42.4.3 The panel chair will have a casting vote (as per the committee procedure) in a tied outcome.

42.4.4 In communicating the outcome, the sanctions imposed must be clearly stated, along with the grounds for appeal. This must be communicated in writing, however may also be communicated verbally for expediency.

42.4.5 Where possible, it is recommended that it is shown how the sanction is consistent with similar outcomes.
43. **Full Disciplinary**

43.1 This is the highest level of disciplinary action within the Students’ Union.

43.2 The full disciplinary may issue any sanction as listed in the procedures for all other disciplinary processes.

43.3 This is the only process which may recommend removal of full membership rights. *This must be presented to the Board of Trustees who alone have the power to remove full membership.*

43.4 This is the only process which may censure a member, which may result in a motion of no confidence.

43.5 This is the only process which can recommend to the board of trustees that a removal from office referendum is held.

43.6 A full disciplinary may also be triggered by an appeal from a subordinate process.

43.7 The membership consists of

    43.7.1 Three full members with no conflict of interest that are not serving on the Union executive committee.

43.8 The panel will also be supported by a secretary appointed by the chief executive to assist the panel on procedure.

44. **Social Disciplinary (Club Disciplinary)**

44.1 This is the process used for incidents occurring in the trading area, or within group activities in a social context.

44.2 This panel may issue the following sanctions

    44.2.1 Restriction of entrance to the trading services of the Union

    44.2.2 Restriction of entrance to the University licensed premises (by arrangement)

    44.2.3 Financial penalty only to recover the cost of any vandalism or damage relating to the incident in question

44.3 The panel shall comprise of

    44.3.1 The Designated Premises Supervisor (or their representative) who shall chair

    44.3.2 The President (or nominated deputy)
44.3.3 VP Welfare (or nominated deputy)

44.3.4 Panel Secretary appointed by the Chief Executive

45. **Sporting Disciplinary**

45.1 This process is used for all breaches of the sporting code of conduct, or for incidents and misdemeanours relating to sporting activity covered in the sports memorandum of understanding (Team Surrey)

45.2 This panel may issue the following sanctions

45.2.1 Restriction of access to University and/or Union sporting facilities

45.2.2 Temporary or permanent exclusion from fielded teams

45.2.3 A fine of up to £200 against the clubs own funds

45.3 The panel shall comprise of

45.3.1 Warden of Colours (chair) (or nominated deputy)

45.3.2 VP Sports (or nominated deputy)

45.3.3 SSP Chief Executive (or nominated deputy)

46. **University of Surrey Disciplinary Hearing**

46.1 This is the process outlined in University ordinances 44 and 45 and regulations made thereunder

46.2 This panel may issue the sanctions listed for all other panels with the exception of removal of membership and censure.

47. **Removal from Office**

47.1 This process is detailed in part 1 of the byelaws, and is included here for reference

47.2 A post holder will be removed from their position if they

47.2.1 lose their membership rights temporarily or permanently

47.2.2 have been censured three times and lose a subsequent motion of confidence

48. **Appeals**

48.1 If there is to be an appeal hearing for any panel, this shall be a full disciplinary panel, with the exception of a University Disciplinary Hearing which has an appeal process
48.2 Panel members who were involved in the previous decision will be excluded from the appeal panel.

48.3 A member may appeal the outcome of a panel if one or more of the following conditions are true

48.3.1 Further evidence has become available which could not be presented at the original hearing

48.3.2 There was a fault in the procedure of the original panel (including undisclosed conflict of interests)

48.3.3 The sanction imposed was significantly inconsistent with previous panel outcomes

48.4 On submission of an appeal a pre-appeal panel shall review the submission and decide if the conditions of section 48.3 are met

48.5 The pre-appeal panel shall consist of

48.5.1 Chair of Board of Trustees

48.5.2 Deputy Chair of Board of Trustees

48.5.3 The Chief Executive

48.6 The pre-appeal panel may review submissions individually via e-mail

48.7 If the pre-appeal panel decide

48.7.1 The conditions of 48.3 have been met, then a full disciplinary panel shall be held

48.7.2 The conditions of 48.3 have not been met, there shall be no further hearings and the procedure is complete.

48.8 The sanctions imposed by the original panel shall remain in place until an appeal has been heard or the procedure has been completed.
Part 8. Complaints

Complaints
The following procedure outlines the formal method for resolving complaints. Where possible, it is preferable that any complaint is handled swiftly and informally before advancing to this formal procedure.

Confidence issues
The complaints procedure cannot be used to complain about the political or policy performance of an elected officer, committee member or other office holder. It is important that those members fulfilling an elected role have the freedom to operate as they see fit in this role. These issues must be dealt with by the Confidence and Removal from Office procedures. The ‘service’ performance of elected office holders is covered by this procedure

Step 1 Making a complaint
49. Complaints will be accepted from any individual, entity or representative body.
50. All complaints will be handled in the same manner regardless of whom or what is making the complaint.
51. Complaints will only be accepted in writing either by letter or e-mail.
52. Anonymous complaints will not be accepted.
53. There is no prescribed format for complaints, the complainant does not have specifically state that they are making a formal complaint.
54. Complaints will be acknowledged within three working days of receipt
55. The initial acknowledgement will state
   55.1 the expected timescale in which the complaint will be resolved
   55.2 the name of who will be dealing with complaint and how to contact them
56. Members have the right under the code of practice to complain directly to the University of Surrey as detailed in 84 if they do not wish to use this complaints procedure

Step 2 Handling of complaints
57. The Chief Executive is responsible for ensuring the administration of complaints is handled correctly according to this procedure
58. The Chief Executive may delegate each complaint to a complaint handler. This will be communicated to the complainant as per 7b.
59. The complaint handler should not be involved or implicated in the original complaint
60. The complaint handler is responsible for
   a. Requesting further evidence if required from sources as appropriate to resolve the complaint.
   b. Maintaining communication with the complainant.

61. The complaint handler should only request additional information as is required to investigate the complaint.

62. The complaint handler must respond to the complainant every five working days with an update on their complaint.

63. A final response must be made within two working weeks in line with the University procedure. If a final response cannot be made in this time a full explanation must be provided.

**Step 3 Responding to complaints**

64. Once the complaint handler has a final response to the complaint, this will sent directly to the complainant.

65. A copy of the complaint response will be kept in the register of complaints.

66. If no further response is received from the complainant within three working weeks the complaint will be closed.

**Putting things right**

67. The aim of the complaint resolution should be to return the complainants and, where appropriate, others who have suffered the same injustice or hardship as a result of the same maladministration or poor service, to the position they were in before this took place. If that is not possible, it means compensating complainants and such others appropriately.

68. Financial compensation for non-financial losses or inconvenience must be authorised by the President and Chief Executive and will be determined by precedent where possible.

69. Unit managers under the direction of the Chief Executive have the discretion to provide refunds from trading areas.

70. Performance issues arising from sub-contractors will be handled by the contracting unit manager.

71. Performance issues arising from staff will be dealt with through the procedures outlined in the staff handbook under the direction of the chief executive.
72. Performance issues arising from officers (non-staff issues) will be dealt with by the President and/or Union Chairperson

Confidentiality
73. In order to facilitate this process, complaints are not regarded as confidential, even if marked as such but must be handled sensitively.

74. If an officer or staff member has been complained about, they have a right to know as far as is practically possible.

75. Complaints of a sensitive nature will be edited to remain anonymous for board reports.

Learning from complaints
76. A summary report of complaints will be presented to the board of trustees annually

77. An overview of complaints will be included in the annual report

78. The chief executive will be responsible for maintaining a record of complaints for the purposes of determining precedents

79. Complaints received regarding sub-contractors or third party suppliers will be passed on for review and action

Appeals
80. The complaint process should resolve complaints satisfactorily when carried out correctly, however it is possible that once concluded the complainant is not satisfied with the outcome, there are several possibilities for this

80.1 The handler did not take into account an aspect of the complaint that was not known to them at the time.

80.2 The complaint resolution did not follow a precedent

80.3 The complainant is not satisfied with the resolution.

81. Every complainant has the right to request a trustee to review their complaint following the resolution, stating why they are not satisfied with the resolution

82. The trustee reviewing the complaint may agree with the resolution or request that the complaint is looked at again by another complaint handler.

83. It is recognised that on occasion no resolution would be sufficient, and a minority of complainants may be unreasonable or persistent in pursuing complaints. In these instances the board of trustees may agree to cease dealing with the complainants’ case. It shall be made clear that the Union complaints procedure has been exhausted at this point.
84. If, having exhausted the Union’s complaints procedure, or being otherwise unhappy to use the internal complaints procedure, the complainant is still not satisfied; he or she has the right to ask the University to review that complaint independently. Such complaints should be submitted in writing to the University Secretary. The Council of the University may appoint an independent person to investigate and report on the complaints. In that event, the investigating officer shall report to the Council.

85. The decision given by or on behalf of the Council shall be final.

86. The Union shall cooperate in implementing promptly any remedial action recommended by the Council.
Part 9. Committees

General Committee Rules

Committee Protocol
87. Each committee will have a chair, the chair will only vote in a casting capacity
88. Any reference to a committee taking an action will require a simple majority (50%+1) unless specifically stated.
89. Committees may take any action within their terms of reference, and must take action on their stated duties
90. It is the responsibility of the chair of each committee to ensure the frequency of meeting is adhered to as a minimum

Committee Sessions
91. Committees may sit in one of the following sessions
   91.1 Open, any member of the Union may attend, and participate with the permission of the chairperson. Minutes and/or recordings of the proceedings will be made available to the membership.
   91.2 Private, only committee members, and participants listed as in attendance may remain in the meeting. Minutes and/or recordings of the proceedings while in this session are only distributed to members and participants listed as in attendance.
   91.3 Closed, committee members only are permitted to remain in the session. Minutes and/or recordings of the proceedings while in this session are only distributed to committee members. The committee may permit a non member to remain for the purposes of record keeping only. The committee may also permit non members to remain in this session.
92. The default session for all Union meetings is Open
93. All policy committees are subject to the procedural motions as outlined in Bye-Law B4

Conflict of interest
94. The conflict of interest policy applies to all committees
95. Any conflict of interest must be declared at the opening of any meeting based on the pre-prepared agenda
96. It is the responsibility of the chair to ask for conflict of interests
97. Should a discussion arise during the course of any meeting not initially indicated by the agenda, and committee member who feels they may have a conflict of interest must declare at that point.

98. If member declares a potential conflict of interest they may either
   98.1 Take no further part in discussions of that topic or
   98.2 Continue in discussions and abstain from voting or
   98.3 Request permission from the committee to continue in the discussions and vote

99. Following a declaration of a potential conflict of interest a committee may
   99.1 Decide there is no conflict and allow the committee member to continue as a full member or
   99.2 Restrict the conflicted member from voting or
   99.3 Remove the conflicted member from the meeting for the duration of the discussion

Chair’s Action
100. The chair of any committee may take a chair’s action on any point which in their opinion the committee would not find contentious

101. All chair’s actions must be reported to the next meeting of the committee

Quorum & Voting
102. Unless specifically stated in the committee overview, the quorum for the committee shall be 50% of the voting members plus 1

103. If the chair wishes to receive votes electronically he/she may, providing the following is met
   103.1 The voting is time limited and this is made clear
   103.2 The entire vote is held electronically
   103.3 All voting members of the committee are clearly aware of the procedure
   103.4 The electronic voting is secure to an acceptable standard (for example e-mail responses would be acceptable, a facebook poll would not)

104. Conflicted committee members unable to vote shall not affect the quorum, and will be regarded as present for the vote

105. The chair shall decide if a meeting is quorate
106. Casting vote definition

106.1 Unless otherwise stated in the committee overview, the chair of the committee holds the casting vote

106.2 This does not prevent the chair from voting as a matter of course

106.3 Casting votes will be required when the committee voting is tied. The chair does not have to exercise their casting vote for the same option that they voted for in the first round of voting

**General Procedure**

107. All committee members, attending members and visitors are expected to defer to the chair of the committee at all times

108. The chair has the authority to exclude anyone attending a committee meeting if they feel their continued presence is detrimental to the working of the committee.

109. Voting committee members may not be expelled from committee meetings.

110. At the first meeting of each committee each academic year the chair shall agree and document the following

110.1 Proposed frequency of meetings

110.2 Deadline for submission of agenda items

110.3 Timescale for distribution of agendas and minutes

110.4 Co-opting of members (if applicable)

110.5 Procedure for publishing minutes (rule 112)

111. Every committee shall have formal minutes taken, which shall contain as a minimum

111.1 The time, date and location of the meeting

111.2 The attendance of the meeting (indicating the membership, those who did not attend and those who presented apologies)

111.3 A record of decisions taken at that meeting

112. Minutes may be published before approval at the subsequent meeting providing they are clearly marked ‘draft’ as long as this is agreed by the committee as per rule 110.5

113. Quoted meeting frequencies are the minimum, committees may meet more frequently.
114. Terms of reference is the areas in which the committee may operate
115. Committee duties are the areas in which the committee must operate
116. Meeting frequency definitions

116.1 Semester is the teaching period defined by the University calendar (two per annum)
116.2 Term is the calendar period defined by national holidays (normally three per annum)

117. Any member has the right to present an item to any committee providing they satisfy the requirements for submission as agreed by the committee at the first meeting of each year.

118. All committee submission requirements shall be made clear to all members.

119. Committee submission requirements must not be used as a barrier to members wishing to raise issues for discussion, and it is expected that committee chairs exercise an appropriate degree of flexibility in this area.

120. Each committee shall agree a prescribed format for submissions from committee members if required at the beginning of each academic year.

121. Voting committee members are expected to take due regard to advice provided by non-voting in attendance members.

122. Decisions taken by the committee contrary to the advice provided as per rule 121 must be clearly minuted to this affect.

123. Any committee member wishing to resign their position will do so in writing to the chair of the committee.

124. If the chair of the committee wishes to resign, then they will do so in writing to the chair of the superior committee.

125. Committees which do not contain a procedure for vacant positions will decide collectively whether or not to fill the position or continue until the next scheduled election with the position unfilled.

126. Should a resignation result in the remaining positions being less than the stated quoracy required, then a bye-election must be held.

**Procedural Motions**

127. A motion on how the meeting proceeds can be proposed by any member of the meeting at any time apart from during a vote.

128. Procedural motions shall require a simple majority to pass.
129. Procedural motions may not be applied retrospectively

130. The following procedural motions shall be available

130.1 No-Confidence in the Chair

130.1.1 If a committee member feels the provisions of byelaw B2 has not been met

130.1.2 The Chair is demonstrating undue bias during a debate

130.2 Deferred vote

130.2.1 If a committee member wishes to defer voting on an issue until the next available meeting

130.3 Exclude Member

130.3.1 Any non-committee member may be removed from the meeting

130.4 Request for a secret ballot

130.5 Request for a card vote whereby all full members must produce valid identification to vote

130.6 Refer issue to another body (such as the board of trustees)

130.7 To vote on any proposed motion in parts

130.8 Adjournment
Worked Examples

These examples cover a committee which has a voting membership of 10. Unless specifically stated in the committee overview, it is only the members listed (not those in attendance) who can vote. For some committees, such as Societies Standing, this figure will have to be specifically calculated each time as the number of societies which are ratified and active (i.e. not dormant) may change from month to month.

Example 1.
At the meeting start time 5 members of the committee are in attendance. 
*Quoracy is 50%+1, so the quorum for this committee is 6, with only 5 at the meeting, the committee is not quorate and no decisions may be taken*

Example 2.
8 members of the committee are in attendance.
A vote is held and the vote is 5 in favour and 3 against.
*The committee is quorate, and there has been a clear majority, the decision of the committee is in favour, and is valid.*

Example 3.
All 10 members of the committee are in attendance.
A vote is held and the vote is 5 in favour and 5 against, the chair votes in favour.
*The committee is quorate, and the vote is split. The committee chair is then asked to use their casting vote.*
The chair of the committee casts their vote against.
*Despite voting in favour during the vote, the chair decides to cast their vote against. The committee has therefore had a valid vote against.*

Example 4.
All 10 members of the committee are in attendance.
A vote is held and the vote is 4 in favour, 1 against and 5 abstentions.
*The committee is quorate, the five abstentions have no effect on the outcome of the vote, therefore the vote is valid and in favour*

Number of votes required to pass = Voting members present divided by 2 plus 1
Conflict of Interest Policy

Overview
For the purposes of this policy a conflict of interest is defined as “a conflict between the private interests and the official responsibilities of a person in a position of trust”. This policy is intended to give the membership of the Students’ Union full confidence that decisions taken in their name are guided solely by their interests and not for personal or group gain, influence or profit. The fact that the Students’ Union has adopted such a Policy does not in any way cast doubt on the integrity of officers and staff. Rather it recognises that the Students’ Union wishes to give a great deal of freedom to employees to engage in external and internal activities, but in so doing needs to put in place a mechanism to protect its members from reputational damage and other liabilities.

The law states that trustees cannot receive any benefit from their charity in return for any service they provide to the charity unless they have express legal authority to do so. "Benefit" includes any property, goods or services which have a monetary value, as well as money.

It is the potential, rather than the actual, benefit from which the conflict of interest arises which requires authority. In order to avoid a breach of trust and to ensure transparency, authority is required where there is a possibility of benefit. This will avoid accusations of impropriety, which could in turn have a damaging effect on the Union’s reputation.

General provisions for the management of conflict of interests in the board of trustees are detailed in Articles 58, 59 & 60

The Trustees, Officers, Staff and Committee Signatories of the Union are expected to adhere to the Seven Principles of Public Life as defined by the Nolan Committee

The Declaration of Interests
Accordingly, we are asking trustees and officers to declare their interests, and any gifts or hospitality received in connection with their role in the Union. A declaration of interests form is provided for this purpose. To be effective, the declaration of interests needs to be updated at least termly, and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the chief executive or HR manager for confidential guidance.

This register of interests shall also be used to record all gifts of value over £20 received by the trustees and officers.

Interests and gifts will be recorded on the Union’s register of interests, which will be maintained by the chief executive. The register will be accessible by all members.

Data Protection
The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that trustees and
officers act in the best interests of the Union. The information provided will not be used for any other purpose.

**Decisions taken where a Trustee or Officer has an Interest**
In the event of a committee having to decide upon a question in which a trustee or officer has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested committee members may not vote on matters affecting their own interests.

**Provision of goods and services**
Where a trustee or officer is connected to a party involved in the supply of a service or product to the charity, this information will also be fully disclosed in the annual report and accounts.

**Officer Trustees**
1. Officer trustees shall have a defined benefit in their dual status as both trustees, and paid employees of the Union
2. The financial benefit available to officer trustees shall be agreed with the majority of trustees who receive no benefit in conjunction with the Chief Executive
3. No further benefit will be available to officer trustees beyond the agreed amount agreed with the board of trustees

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

**Conflicts relating to general committee membership**
Where a committee member has a general conflict of interest in the outcome of a committee decision (e.g. membership of a society). This will be declared at the beginning of that agenda point, or as soon as practical during the meeting. The conflicted member will be regarded as an abstaining member for all votes on this agenda item
The seven principles of public life

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.
General Meeting

Overview
The general meeting has the overall control of the Students’ Union; the board of trustees are answerable to the general meeting.

The general meeting is detailed in Articles 16-31 of the core constitution.

Responsible for
Board of Trustees (Trustees’ Meeting)

Responsibility for committee
The Chief Executive is responsible for enabling a general meeting in accordance with Articles 161-31 of the core constitution.
Board of Trustees (Trustees’ Meeting)

Overview
The board of trustees have responsibility for the direction and oversight of the Students’ Union. The procedures for Trustees Meetings are detailed in articles 47-59 of the core constitution. Membership and operation of this meeting is governed by these articles and may not be altered as per the procedure for amending bye-laws. The chair of this committee does not hold a casting vote. Quorum for this committee is detailed in Article 54.2

Responsible to
General Meeting

Responsible for
1. Disciplinary and Complaints
2. Referenda
3. Health & Safety Committee
4. Annual Members Meeting
5. Finance Committee
6. Executive Committee
7. Democracy Committee

Terms of Reference
1. Agreeing the strategic direction for the Students’ Union
2. Governance of the Students’ Union
3. Evaluating the performance of the Students’ Union against the agreed strategy
4. Overall control of all finances
5. Oversight of subsidiary companies and associated boards of directors
6. Appointment and direction of the Chief Executive
7. Membership of the board of trustees (as per articles 37.6, 37.7, 39, 41)

Membership
1. President (Chairperson)
2. Deputy Chairperson (External Trustee)
3. VP Education
4. VP Welfare
5. VP Societies & Individual Development
6. VP Sports & Recreation
7. Union Chairperson
8. External Trustee
9. External Trustee
10. External Trustee
11. University Trustee
In Attendance

1. Chief Executive
2. Deputy Chief Executive

Committee Duties

1. Agree annual & long term strategic plan
2. Review quarterly results against plan
3. Prepare annual subvention request
4. Arrange the Annual Members Meeting
5. Receive reports from subordinate committees, issue guidance and instructions
6. General duties as defined in the Articles and relevant laws

Frequency of meetings

No less than four meetings per year
Annual Members Meeting

Overview
The annual members meeting fulfils many of the obligations as set out in the 1994 Education Act. The format and duties of the AMM is detailed in the core constitution under article 15

Responsible to
Board of Trustees (Trustees’ Meeting)

Responsible for

Committee Membership
Any full member is entitled to attend and vote. The meetings shall be chaired by the Union Chairperson
Partnership Group

Overview
The Union/University strategy group is included in these bye-laws for information only. This is a University committee intended to be the official forum for discussion between the University and Students’ Union on non-representative matters. Meeting membership, format and timing is arranged by the University.

Responsible to
Board of Trustees (Trustees’ Meeting)

Responsible for
Campus Catering Management group

Committee Membership
1. Vice-Chancellor
2. Deputy Vice-Chancellor
3. CFO
4. Registrar
5. Director of Corporate Services
6. President
7. University Trustee
8. VP Education
9. Chief Executive
10. Deputy Chief Executive
Campus Catering Management Group

Overview
The management group is a University of Surrey and Students’ Union partnership committee, with responsibility for non-operational oversight of campus catering and related services. The primary purpose of the group is to provide guidance and oversight for the management teams responsible for all campus catering within the recognised constraints of the budgets set. The group is expected to respond to user feedback, complaints and suggestions and provide direction for the operational management team.

Responsible to
Union / University Partnership Group

Responsible for
n/a

Terms of Reference
1. Oversight of all campus catering services, including contracted
2. Customer satisfaction surveys
3. Review of user complaints
4. Recommendations for modifications to services

Committee Membership
1. Director of Traded Services and Business Support
2. Director of Catering
3. Students’ Union President
4. VP Community
5. Staff representative

In attendance
1. Students’ Union Chief Executive
2. Deputy CEO
3. Finance representative
4. Unit managers as required

Committee Duties
1. Review user feedback & complaints
2. Agree opening times for all units
3. Submit pricing & service recommendations for budget planning
4. Submit proposals for longer term strategic direction of catering

Frequency of meetings
Biannually
Editorial Board

Overview
The editorial board have control over all student media published by the Students’ Union. This includes sound broadcasting, print, video, internet and other forms of media that the Students’ Union may utilise. The board are also the top level committee for the sections which make up student media, with each section continuing to have their own subcommittee for operating that section in a form agreed by the editorial board. The editorial board sets the overall strategy for student media (in line with Union strategy), and controls the student media budget. The chair of the editorial board has unilateral editorial control on behalf of the board of trustees.

Responsible to
Board of Trustees

Responsible for
Section Committees
Liaison Committee

Terms of Reference
1. Annual strategy for student media
2. Promotion of student media
3. The student media editorial code
4. Student Union publications
5. Participation in student media
6. Technical specifications and provision of equipment

Committee Membership
1. Editor in Chief (Chair)
2. Print Editor
3. Sound Editor
4. Video Editor
5. VP Societies
6. Communications Officer

In attendance
1. Student Activities Manager
2. Communications Manager
3. Technical Manager

Committee Duties
1. Monitor student media audience reports
2. Review audience feedback
3. Agree student media budget
4. Deliver student media promotional strategy

Frequency of Meetings
Quarterly
Democracy Committee

Overview
The democracy committee will have remit of ensuring there are free, fair and representative elections within the Union, and promote democratic involvement between the membership and the Union. This committee also acts as the final internal adjudicator of election issues, and is the sole committee to deal with election anomalies wherever they occur within the Union structure.

Responsible to
Board of Trustees (Trustees’ Meeting)

Responsible for

Terms of Reference
1. The scheduling, agenda and administration of Students Forum
2. Oversight of all elections
3. Oversight of all referenda
4. Responsibility for governance reviews
5. Responsibility for bye-law amendments
6. Appointment of Returning and Deputy Returning officers
7. Miscellaneous activities relating to democratic representation

Membership
1. Union Chairperson (Chairperson)
2. President
3. Sports Standing Committee Chairperson
4. Societies Standing Committee Chairperson
5. 1. External Trustee (required for duties 1 & 6)
6. 1. Co-Opted member

In attendance
1. Chief Executive
2. Student Voice Manager
3. University Secretary (or nominated representative)

Committee Duties
1. Review election rules annually
2. Timetable democracy events
3. Review Student Forum business prior to each Forum
4. Appoint returning officers
5. Confirm election results
6. Meet on an ad-hoc basis to hear election complaint appeals

Frequency of meetings
Minimum of once per year
Health & Safety Committee

Overview
The health & safety committee has oversight of all Union activities to ensure the safety of these activities, as well as legal compliance. This committee has the authority to instruct that any activity ceases, or is significantly altered should they feel there is an unacceptable risk in the activity. This committee is also responsible for ensuring all activities are risk assessed, and that those risk assessments are both meaningful and realistic. This committee will review safety performance, set policy and recommend standards based on these reviews. This committee may not meet in a closed session.

Responsible to
Board of Trustees

Responsible for

Terms of Reference
1. To agree and review the Students’ Union health & safety policy
2. To provide recommendations for implementation of the policy
3. To review health & safety training provision
4. To review and make recommendations to ensure compliance with Health and Safety legislation
5. To report bi-annually to Trustees Board
6. To set standards for health & safety performance

Membership
1. Chief Executive (Chair)
2. President
3. VP Sports
4. VP Societies
5. VP Welfare
6. Sports Executive Events & Recreation Officer
7. Societies Executive Secretary

In attendance (as required)
1. Student Activities Manager
2. Commercial Manager
3. Technical Manager
4. Student Sport Co-Ordinator
5. Activities Co-Ordinator
6. Staff representative
7. SSP representative

Committee Duties
1. Review health & safety performance against target
2. Review accident forms and risk assessments since previous meeting and issue recommendations
3. Ensure all activities are covered with relevant risk assessment
4. Disseminate guidance on compliance with appropriate legislation

**Frequency of meetings**
Twice per semester
Finance Committee

Overview
The finance committee has delegated authority of control of Union finance from the budgets agreed by the board of trustees. The finance committee is the body who controls the medium term finances of the Union, with the board of trustees setting the long term strategy, and the chief executive in conjunction with the finance manager controlling day to day finance operations. The committee are responsible for ensuring the management of Union finance is in line with the board expectations.

Responsible to
Board of Trustees

Responsible for
Management Committee
HR Committee
Grants Committee

Terms of Reference
7. Control of monthly finance management reports
8. Union investment strategy
9. Ownership of financial procedures
10. Preparation of annual subvention request
11. Compliance with the financial memorandum
12. Annual Audit
13. Procurement
14. Requests deferred from Grants committee
15. Ownership of the Risk Register

Committee Membership
7. President (Chair)
8. VP Education
9. VP Welfare
10. VP Societies
11. VP Sports
12. Union Chair

In attendance
4. Chief Executive
5. Deputy Chief Executive
6. Student Voice Manager
7. Student Activities Manager
8. HR Manager

Committee Duties
5. Monitor monthly financial results and approve action if necessary
6. Hear grants requests deferred from grants committee
7. Review Risk Register quarterly
8. Recommend appointment of auditors to AMM

**Frequency of Meetings**

Quarterly
Grants Committee

Overview
The grants committee is responsible for the disbursement of an annual allocation of funds as agreed in the annual budget. Any properly constituted group may apply to grant committee for funding. As per the code of practice, it is the responsibility of the grants committee to make clear to all members the procedure and criteria by which grants applications are considered. This policy shall be made available at the annual committee training. Grants committee may not grant finances for capital expenditure or requests over the limit set by the finance committee, these requests must be made to finance committee.

Responsible to
Finance Committee

Responsible for

Terms of Reference
1. Control of the annual grant fund
2. Expenditure requests for non-budgeted expenditure

Committee Membership
1. President (Chair)
2. VP Education
3. VP Welfare
4. VP Societies
5. VP Sports

In attendance
1. Chief Executive
2. Student Activities Manager
3. Finance Coordinator
4. Student Sport Co-ordinator
5. Activities Co-Ordinator (as required)

Committee Duties
9. Prepare and publish grant policy annually
10. Hear grants requests from groups, departments and officers
11. Report to finance committee on expenditure granted

Frequency of Meetings
Weekly as required during termtime.
Management Committee

Overview
The management committee controls the mid-term operations of the Union services; this committee is responsible for providing the direction for the day to day management that will enable the long term strategy as agreed by the board of trustees.

Responsible to
Finance Committee

Responsible for
Transport Committee

Terms of Reference
5. Oversight of all student facing Union services
6. Implementation of service strategy
7. Review of member feedback on Union services
8. Recommendations for action from feedback

Committee Membership
6. President (Chair)
7. VP Societies
8. VP Sports
9. Trading & Events Officer

In attendance
5. Chief Executive
6. Deputy Chief Executive
7. HR Manager

Committee Duties
5. Arrange annual member research into Union services
6. Provide direction as to the service levels required from each area
7. Review member complaints and issue guidance

Frequency of meetings
Quarterly
Transport Committee

Overview
Provision of transport for student activities, through the in house fleet, hired vehicles, and public
transport. Control of maintenance and proposed renewal of transport assets. Policies regarding
expense reimbursements and charges for student activities transport usage. Policy of transport
usage by third parties. The committee is also responsible for the provision of transport insurance
and training of Union drivers

Responsible to
Management Committee

Responsible for

Terms of Reference
1. Minibus Policy
2. Transport provision
3. Fleet maintenance & renewal
4. Transport policy for students & staff

Committee Membership
1. VP Sports (Chair)
2. VP Societies
3. VP Welfare
4. Sports Executive Secretary
5. Societies Executive Secretary

In attendance
1. Finance Manager
2. Technical Manager
3. Student Sport Coordinator
4. Union Receptionist

Committee Duties
1. Agree transport policy and review annually
2. Propose fleet renewal requirements to Finance Committee
3. Oversee fleet maintenance
4. Publish a minibus users handbook

Frequency of meetings
Quarterly
Human Resources Committee

Overview
The HR committee exists to guide the HR strategy to achieve the HR strategy as agreed by the board of trustees. The committee will be guided by current HR best practice as well as prevailing conditions and staff feedback. The HR committee will also consider the business plan, and any adverse or favourable conditions that may require action to achieve the plan.

Responsible to
Finance Committee

Responsible for

Terms of Reference
1. HR Policies
2. The Staff Handbook
3. FT & PT staff recruitment
4. Formal and Informal staff consultations

Committee Membership
1. President (Chair)
2. VP Education
3. VP Welfare
4. VP Societies
5. VP Sports
6. Equality & Diversity Officer

In attendance
1. Chief Executive
2. HR Manager

Committee Duties
1. Review new legislation and agree policy for compliance
2. Agree posts available for recruitment
3. Arrange part time recruitment process
4. Oversee part time training process
5. Respond to staff feedback

Frequency of meetings
Quarterly
Executive Committee

Overview
The executive committee is the prime committee for political leadership of the Students' Union. The committee differs from the board of trustees in leading policy and opinion on behalf of the Students of the University of Surrey. Policy and opinion is based on the views garnered from Students’ Forum, the Annual Members Meeting as well as the opinions of the elected members of the committee.

Responsible to
Board of Trustees

Responsible for
Academic Rep Assembly
Rag Committee
Sports Standing
Societies Standing
Communications Committee

Terms of Reference
1. Political Policy
2. Representative issues
3. Organisational Opinion

Committee Membership
1. Union Chairperson (Chair)
2. President
3. VP Education
4. VP Welfare
5. VP Societies
6. VP Sports
7. Community Officer
8. Communications Officer
9. Postgraduate Officer
10. Ethics & Environment Officer
11. Equality & Diversity Officer
12. Events & Trading Officer
13. International Officer

In attendance
1. Chief Executive
2. Student Voice Manager
Committee Duties

Frequency of meetings
Fortnightly (Term time)
Academic Rep Assembly

Overview
The academic rep assembly is the forum for elected course representatives to come together and discuss issues in their course, department and faculty. This is an informal assembly designed to spread information between the reps from different faculties rather than a formal decision making body.

Responsible to
Executive Committee

Responsible for

Terms of Reference
All academic matters

Committee Membership
VP Education (Chair)
All elected academic representatives

In attendance
Invited guests as required

Committee Duties

Frequency of meetings
Once per term
Raising and Giving (Rag) Committee

Overview
Rag has oversight over the charitable activities of the Students’ Union, its groups and its members, that are for all other charities. Rag has the responsibility for both regulating the activities of groups, and facilitating fundraising events on behalf of members. It is the responsibility of this committee to ensure that any fundraising activity undertaken by a Union group, or using Union resources is for a bona fide charity and complies with these bye-laws.

Responsible to
Executive Committee

Responsible for

Terms of Reference
1. Charitable fundraising (for charities other than the Students’ Union)
2. Charitable donations to other charities
3. Organisation of fundraising activities

Committee Membership
1. Rag Chair (Chair)
2. Rag Deputy Chair
3. Rag Treasurer
4. Community Events Officer
5. University Events Officer
6. Charities & Raids Officer
7. Marketing Officer

In attendance
1. VP Societies
2. Activities Co-Ordinator

Committee Duties
1. Approve requests for charitable donations
2. Approve fundraising activities by Student Union groups
3. Disburse central Rag funds to relevant charities

Frequency of meetings
Quarterly
Sports Standing Committee

Overview
The Sports Standing Committee exists to support the VP Sports & Recreation with sporting matters, and to raise issues relating to student sport. The full standing committee (voting members) consists of representatives of each sports club (both Team Surrey and Union Sports Clubs), each club is allowed one vote on the full standing committee, and the executive committee consists of elected student officers taken from the membership of the full standing committee. Non sabbatical members may be removed from the executive committee with a 75% majority vote of the full standing committee. A removal vote must be an agenda item known to the member in question at least 1 week in advance of the meeting.

Responsible to
Executive Committee

Responsible for
Team Surrey Strategy Group (Union Participation)

Terms of Reference
1. Team Surrey
2. Sports club administration
3. Sports finance

Committee Membership (Executive)
1. VP Sports & Recreation
2. SE Chairperson (Chair)
3. SE Secretary
4. SE Management Officer
5. SE Communications Officer
6. SE Development Officer
7. SE Events & Recreation Officer
8. SE Coaching & Volunteering Officer

In attendance
9. Student Sport Coordinator
10. Representatives for each club (voting members of the full standing)

Committee Duties
1. Ratify new sports clubs

Frequency of meetings
Three times per semester
Union Sports Committee

Overview
The Union Sports Committee is the forum for all Union Sports club representatives and signatories to come together and discuss issues relating to Union Clubs. They exist to keep the VP Sports & Recreation well informed with their specific issues separate to Team Surrey. Each Union Sports Club has one vote. Non sabbatical members may be removed from the executive committee with a 75% majority vote of the full standing committee. A removal vote must be an agenda item known to the member in question at least 1 week in advance of the meeting.

Responsible to
Sports Standing Committee

Responsible for

Terms of Reference
1. Union Sports clubs
2. Union Sports club administration
3. Union Sports finance

Committee Membership
1. VP Sports & Recreation
2. SE Chairperson (Chair)
3. SE Secretary
4. SE Management Officer
5. SE Communications Officer
6. Representatives for each Union Sports Club

In attendance
7. Student Sport Coordinator

Committee Duties

Frequency of meetings
Quarterly
Societies Standing Committee

Overview
The societies standing is the forum for all society representatives and signatories to come together and discuss the society issues. There shall be an executive elected from the membership of the standing committee to undertake regular tasks in between meetings. Membership of the full standing committee is open to committee members from all constituted groups (non-Sports). Each group may have one vote on the full standing committee. Non sabbatical members may be removed from the executive committee with a 75% majority vote of the full standing committee. A removal vote must be an agenda item known to the member in question at least 1 week in advance of the meeting.

Responsible to
Executive Committee

Responsible for

Terms of Reference
1. Society budgets
2. Oversight of Union societies and groups (non sports)
3. Creation of new societies
4. Union policies governing societies

Committee Membership (Executive)
1. VP Societies
2. Societies Exec Chair (Chair)
3. Societies Exec Secretary
4. Societies Exec Development Officer
5. Societies Exec Startup Officer
6. Societies Exec Management Officer
7. Societies Exec Communications Officer
8. Societies Exec Events Officer
9. Societies Exec Marketing Officer

In attendance
1. Representatives for each society (voting members for the full standing)
2. Activities Co-Ordinator

Committee Duties
1. Ratify new society requests

Frequency of meetings
Three times per semester
Communications Committee

Overview
This group takes responsibility for the communications from the Student Union to its members and beyond. It is the group to look at current communication methods, and emerging methods; ensuring that the Union is communicating what the membership needs to know, in a format that is convenient and relevant

Responsible to
Executive Committee

Responsible for
Student Media Group

Terms of Reference
1. Communication Channels
2. Communication Policies

Committee Membership
1. Communications Officer (chair)
2. President
3. Union Chairperson
4. Community Officer
5. Events and Trading Officer
6. Editor in Chief

In attendance
1. Communications Manager

Committee Duties
1. Review channel effectiveness
2. Agree communication priorities

Frequency of meetings
Once per semester