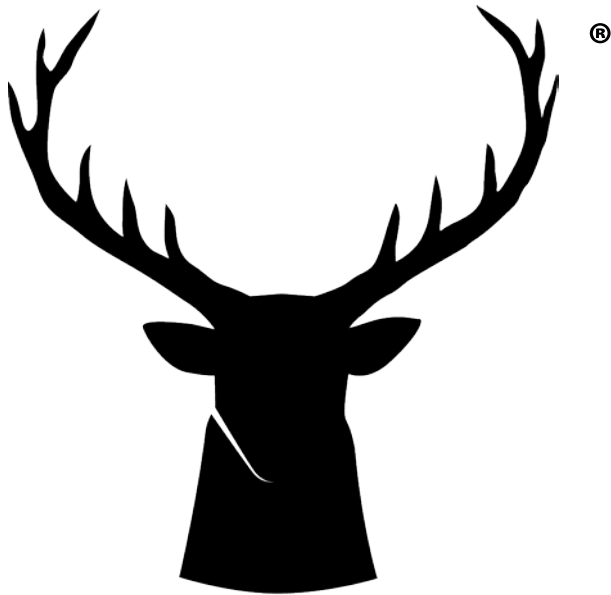


**The University of Surrey
Students' Union**

Byelaws

Also incorporating the Code of Practice



The University of Surrey
Students' Union

Approved by the Board of Trustees July 2012

Last updated and approved December 2017

Version :13.2

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

Disclaimer: Whilst every attempt is made to ensure this book is an accurate and faithful account of the byelaws currently in force, the Union cannot be held responsible for errors or omissions contained within. The latest revision of these byelaws is always available on www.ussu.co.uk

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**CERTIFICATE OF INCORPORATION
OF A
PRIVATE LIMITED COMPANY**

Company Number. 7470232

The Registrar of Companies for England and Wales, hereby certifies that

THE UNIVERSITY OF SURREY STUDENTS' UNION

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales.

Given at Companies House, Cardiff, on 15th December 2010.



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES



Companies House
— for the record —

The above information was communicated by electronic means and authenticated by the
Registrar of Companies under section 1115 of the Companies Act 2006



This is to confirm that
UNIVERSITY OF SURREY STUDENTS' UNION

was entered on the Register of Charities on

20 June 2011

Registered charity number:

1142479

William Shawcross
Chair

Paula Sussex
Chief Executive

This certificate confirms that a charity has been entered on to the Register of Charities. You can check a charity's current registration status by visiting the Register of Charities at www.charitycommission.gov.uk



Union Chairs

2010	Rowan Ling
2011	Oliver Deed
2012	Charlie Eastaugh
2013	Hannah Waterhouse
2014	Simona Mariuta
2015	Becky Ibbotson
2016	Zainab Donli
2017	Sam Bryanton

Sabbatical Officers

2017-2018

President	Saskia Cochrane
VP Voice	Alex Harden
VP Activity	Alistair Douglass
VP Support	Jess Wreford
VP Community	Helena Mason

2016-2017

President	Alex Mackenzie Smith
VP Voice	Tai Ademola
VP Activity	Becky Ibbotson
VP Support	Koyin Akinsiku
VP Community	Saskia Cochrane

2015-2016

President	Mustie Smith
VP Voice	Munya Mudarikiri
VP Activity	Alex Mackenzie Smith
VP Support	Jack Paulley
VP Community	Katy Sawyer

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Introduction

The byelaws are the ‘instruction manual’ for how the Students’ Union should work, they are also the rules that govern how the Union does business. They are not designed to make things difficult, they are designed to make things fair.

Some of these byelaws arise from legislation that the Union must abide by, these byelaws are marked with an asterisk. It is not possible to consider every single permutation or possibility when agreeing byelaws, and so inevitably there will be situations when a byelaw is vague, inaccurate, or unhelpful. In these circumstances the Union Chair can make a ruling as to their interpretation. These rulings when they occur do not create precedents, and they do not create new byelaws as each situation should be considered on its own merit.

“The golden rule is that there are no golden rules.”

— George Bernard Shaw

Part 1

Who runs the Union?

Introduction

The Union is run on a hierarchical structure. At the very top of the structure is the membership collective, this is covered in the core constitution under the section 'general meeting'. It is important to note that the principle is students collectively, not individually are in ultimate control of the Union. The collective control of the Union on behalf of the students is through the elected officer structure who are placed onto the board of trustees through the election process. This part deals with the hierarchy of positions, part deals with the hierarchy of committees. There is no prescribed deputies for each position, it is for individual officers to arrange someone to deputise for them when the occasion arises. The position of President, is however, the preeminent officer and Trustee.

Trustees & Executive

The composition of the board of trustees can be found on page 111, and the detailed information on the trustee board is in the core constitution. The trustees are by definition 'The Union', they are legally responsible for it and the registered directors of the limited company. A Chief Executive Officer is appointed by the board to run the Union with a staff team, and the elected officers lead the Union and fulfil the representative functions day to day. As the trustees have legal responsibility under the companies act, they must act as they see in the best interests of the Union at all time. This may mean on occasion rejecting or overturning decisions from Union committees. The political policy of the Union is the responsibility of the Executive Committee, the 'Exec' as it is known will decide 'What the Union thinks' on an ongoing basis.

Sabbatical Officers

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 vice-presidents as follows

1.1.1 President

1.1.2 Vice-President Voice

1.1.3 Vice-President Activity

1.1.4 Vice-President Support

1.1.5 Vice-President Community

1.2 The four vice-president positions will report to the President for the purposes of line management

2. Conduct

2.1 Post holders 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. Pay and Expenses

Part 1. Who runs the Union?

- 4.1 The Chief Executive 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. Resignation and 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

Part 1. Who runs the Union?

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

Part 1. Who runs the Union?

- 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 who are 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 The definition of a student is the responsibility of the University of Surrey
- 6.5 Staff membership shall be available to
 - 6.5.1 Staff of the Students' Union
- 6.6 Associate Membership shall be available to
 - 6.6.1 Current and recognised retired staff of the University of Surrey

Part 1. Who runs the Union?

- 6.6.2 Graduates of the University of Surrey
- 6.6.3 Partners and children of full members
- 6.6.4 Partners and children of staff members
- 6.6.5 Students registered at the following institutions
 - i. Academy of Contemporary Music (ACM)
 - ii. University of Law, Guildford

6.7 Associate members

- 6.7.1 May take part in any activity as per full members
- 6.7.2 May hold non-signatory positions on group committees
- 6.7.3 May not take part in any decision making process of the Students' Union including elections
- 6.7.4 May speak at meetings once permission of the meeting has been granted

6.8 Honorary Membership

- 6.8.1 Honorary membership shall be awarded solely by the Board of Trustees
- 6.8.2 Honorary membership is subject to the same conditions of membership as per 6.7

- 6.9 A register of members shall be maintained in alignment with the current data held by University of Surrey Registry*
- 6.10 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*
- 6.11 Students who have opted out of membership shall be required to opt out each academic year if they wish to remain opt out members*.
- 6.12 Opt out members shall enjoy all the rights of full members but may not take part in any decision-making process of the Union*
- 6.13 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

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

Part 1. The Executive Committee

- 7.1 The Executive Committee shall comprise of one chair and 13 members as follows
 - 7.1.1 Union Chairperson
 - 7.1.2 President (Deputy Chair)
 - 7.1.3 Vice-President Voice
 - 7.1.4 Voice Zone Member 1
 - 7.1.5 Voice Zone Member 2
 - 7.1.6 Vice-President Activity
 - 7.1.7 Team Surrey Chair
 - 7.1.8 Societies Executive Chair
 - 7.1.9 Vice-President Support
 - 7.1.10 Support Zone Member 1
 - 7.1.11 Support Zone Member 2
 - 7.1.12 Vice-President Community
 - 7.1.13 Community Zone Member 1
 - 7.1.14 Community Zone Member 2
- 7.2 All members shall have an equal vote and standing on the committee

- 7.3 The two zone member candidates who rank highest in the election will take the zone member positions.
- 7.4 Part time members of the executive committee will hold their position until
 - 7.4.1 They have reached the conclusion of their term of office or
 - 7.4.2 They cease to be a full member of the students' union or
 - 7.4.3 They resign their position in writing to the Union Chair (or President)
 - 7.4.4 They are removed from office following a no-confidence procedure
- 7.5 If a bye-election is to be held for a zone member executive position, non executive committee zone members may stand for the position.
- 7.6 If an existing zone member wins a bye-election to the executive committee, the candidate in second place will take the non-executive zone position
- 7.7 Should the existing zone member not win the executive position, then they shall resume their position on the zone committee.

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 byelaw 8.1 to staff members as appropriate

9. Attendance and Quorum

- 9.1 Any member may attend and speak at Executive Committee meetings, however only committee members may vote
- 9.2 The quorum for the committee shall be 50% of the voting members plus 1 rounded down.
- 9.3 Voting intentions may be accepted *in absentia* at the discretion of the Union Chair providing

Part 1. The Executive Committee

- 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 with the exception of amendment of passed policy 10.3, and zone matters (11)
- 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 deputy.
- 9.7 The Union Chair shall not resume the chair until such time as it is waived back
- 9.8 Any member may attend Executive Committee meetings and speak with the agreement of the Chair
- 9.9 Motions will only be accepted to the Executive Committee from the Zone Committees.
- 9.10 Full members may submit motions as detailed in rule 12

Part 1. The Executive Committee

- 9.11 Executive Committee meetings shall be run in accordance with the general committee rules, 59
- 9.12 Where there is a conflict between the general committee rules (59) and these rules, the rules pertaining to the executive committee take precedence
- 9.13 Meetings shall be held at a minimum of a monthly interval during term time
- 9.14 Outside of term time the Officer Trustees may act as the Executive Committee if it is not possible to hold a full executive committee
- 9.15 If the full committee are unable to meet, the Executive Committee formed of Officer Trustees may only pass emergency policy out of term time
 - 9.15.1 Emergency Policy is any policy which requires ratification or response in between meetings of the full executive committee, and which could not have been discussed during term time.
- 9.16 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)

10. Passed Policy

- 10.1 Unless specifically stated, policy motions passed at any committee meeting shall form Student Union policy for the period up until the Annual Members Meeting
- 10.2 Each policy in force shall be presented to the AMM for continuance or deletion
- 10.3 Policies passed by the executive committee may only be amended once passed if substantive facts come to light after the policy is passed which require it to be amended. A policy amendment must be agreed with a 75% majority
- 10.4 The Board of Trustees are ultimately responsible for charitable status of the Union and may revoke or amend any policy passed by the Executive committee on the grounds of legal, financial or reputational damage. *

11. Zone Matters

- 11.1 The Executive Committee may arbitrarily debate any matter currently or previously being considered within a zone committee on the passing of a 75% majority
- 11.2 The Executive Committee may also 'refer back' any issue to an individual zone for further consideration on the passing of a 75% majority

12. Submission of Member Motions

Part 1. The Executive Committee

- 12.1 Full members may submit motions for the executive committee to the appropriate zone committee.
- 12.2 Motions as per 15.2.1 may be submitted directly to the Executive committee
- 12.3 Motions for submission which do not apply to any zone may be considered for direct submission to the committee with the joint agreement of the chair and deputy chair
- 12.4 The zone committee may
 - 12.4.1 Retain the motion within the zone
 - 12.4.2 Agree to submit the motion to the executive committee
 - 12.4.3 Decline to submit the motion to the executive committee
- 12.5 Any motion which a zone declines to submit to the executive committee may be presented to the executive committee providing
 - 12.5.1 The motion is unedited from the final submission to the zone committee
 - 12.5.2 The motion is presented with fifty (50) verifiable full member signatures collected within six weeks of the submission

- 12.6 Motions submitted to the Executive Committee may be rejected by the Chair, with the agreement of the Deputy Chair, on the grounds outlined in 10.4

How Members can influence their Union

The Students' Union is a membership organisation, this means that they elect a group of representatives to lead their Union each year, and this section outlines what members can do to exert their influence.

13. The Annual Members Meeting (AMM)

- 13.1 The Annual Members Meeting shall be held once in every 13-month period
- 13.2 The Annual Members Meeting is not an Annual General Meeting as defined in the Articles.
- 13.3 The AMM shall be called by the Union Chair, and all full members shall be invited to attend
- 13.4 All members shall have the opportunity to submit appropriate motions for consideration at the AMM up until 20 days prior to the AMM
- 13.5 The Union Chair will be permitted to composite similar submitted motions.

Part 1. How members can influence their Union

- 13.6 The agenda and supporting documents will be made available for all members a minimum of 14 days before the meeting.
- 13.7 The quorum for the AMM shall be 120 full members, no business may be discussed before this attendance is reached.
- 13.8 The AMM will be presented with the annual affiliations of the Students Union for approval by the members. *
 - 13.8.1 Any affiliation rejected by the AMM shall be put to a referendum to all members
- 13.9 The AMM will be presented with the annual audited accounts of the Students' Union*
 - 13.9.1 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.
- 13.10 The AMM will be presented with the forthcoming budget for the Students' Union
 - 13.10.1 The AMM may accept or reject the proposed budget
 - 13.10.2 The AMM may vote to convene an EMM to review a revised budget or refer the budget to the board of trustees for consideration.

Part 1. How members can influence their Union

- 13.11 The AMM will be presented with motions to alter the core constitution (articles) of the Students' Union
 - 13.11.1 Any motion to alter the core constitution (articles) of the Union will require a 75% majority to pass
- 13.12 The AMM shall be presented with policy motions currently in force with the option to continue or delete
- 13.13 The AMM can be presented with a Motion of No Confidence. This process is covered by byelaw 14
- 13.14 There shall also be provision for an Extraordinary Members Meeting (EMM)
 - 13.14.1 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
 - 13.14.2 The petition shall state the AMM agenda items that the members wish to discuss at an EMM
 - 13.14.3 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.

14. Removal from Office

Part 1. How members can influence their Union

- 14.1 Members can be removed from any position that they hold, including (but not limited to)
 - 14.1.1 Sabbatical Positions
 - 14.1.2 Committee Positions (as per the committee appendix)
 - 14.1.3 Signatory positions within groups
 - 14.1.4 Miscellaneous elected positions
 - 14.1.5 'Elect' positions (those who have been elected, but yet to assume office)
- 14.2 Special provisions exist within Articles 37 - 39 for the removal of trustees
- 14.3 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.
- 14.4 Provision may be made within individual committee definitions to remove committee holders by the committee
- 14.5 A Motion of No Confidence shall be presented in the following format
 - 14.5.1 This Union has no confidence in [insert name of member] to hold the position of [insert position].

Part 1. How members can influence their Union

- 14.5.2 A testimony to be included as to why they are to be removed from office
- 14.6 The member to be no confidenced will be presented with the no confidence motion a minimum of 14 days before the motion is published
- 14.7 The member to be no confidenced will have the opportunity to respond the citation in 14.5.2 which will be published with the no confidence motion.
- 14.8 If the motion is to be answered by a no confidence referendum, the motion must then be signed by a minimum of 500 members or passed by a 75% majority at an AMM or EMM.
- 14.9 On the passing of a motion of no confidence at an AMM, EMM or a successful valid petition, then a referendum shall be held as per 14.12
- 14.10 A referendum of no confidence will automatically be held when a member is censured on three occasions within their term of office
- 14.11 A referendum of no confidence may be held on the agreement of the board of trustees following a recommendation from a full disciplinary panel
- 14.12 A no confidence referendum shall be run in accordance to the referendum rules within these byelaws, with the exception that the quorum be

Part 1. How members can influence their Union

equivalent to 50% of the turnout figure for the individual election which elected them to that position.

- 14.13 Any no confidence referendum shall have a simple YES or NO answer where a yes vote allows the post holder to continue and a no vote removes them from office with immediate effect.
- 14.14 A No Confidence referendum is passed with a 50% majority

15. Censures

- 15.1 A censure is an official reprimand or judgement passed by the Students' Union on regarding the conduct of an elected post holder.
- 15.2 Members may be censured by the following means
 - 15.2.1 Passing of a motion of censure at the Executive committee
 - 15.2.2 Imposed by the Democracy committee
 - 15.2.3 Passing of a motion of censure at an AMM or EMM
 - 15.2.4 Imposed by a full disciplinary panel
- 15.3 A motion of censure will clearly indicate which member is to be censured with a citation as to why they are to be censured.

Part 1. How members can influence their Union

- 15.4 Any full member may present a motion of censure to an AMM, EMM or Executive Committee Meeting
- 15.5 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.
- 15.6 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).
- 15.7 Censure motions remain in place until the post holders conclude their term of office. In the case of the democracy committee issued censure, the censure remains in place throughout the entire term of office that the censure relates to even if it was issued prior to taking office.

Part 2. Student Activities

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. Clubs are also part of Team Surrey, a collaboration between the Students' Union and the University and so they have additional obligations on them relating to sporting performance, etc which is co-ordinated by Surrey Sports Park. In this section, the term "group member(s)" refers to any class of Union member which is in turn a registered member of a club or society (a group). The term 'full member' refers to a full member of the Students' Union, not a group member.

16. Groups

- 16.1 A group is defined as a correctly constituted Student Group which has held a valid AGM within the previous 14 months, and fully complies with these byelaws
- 16.2 The term 'group' within these byelaws shall refer to all clubs, societies, amenities or any other constituted group.
- 16.3 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.

- 16.4 Any full Union member may join a group and become a group member.
- 16.5 The recognised membership register of each group shall be through the means prescribed by the VP Activity
- 16.6 Group committees may not place joining restrictions upon any section of the full or opt-out membership implicitly or explicitly*
- 16.7 Group committees are permitted to place membership restrictions on all classes of membership apart from full or opt-out members, such as membership fees and priority for activities*.
- 16.8 All group constitutions shall contain the basic group constitution
- 16.9 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.
- 16.10 All groups shall have equal standing within the Students' Union regardless of activity or membership*
- 16.11 All members shall be entitled to join a group unless specifically prevented by a disciplinary procedure

- 16.12 The Students' Union shall not be permitted to afford any group not constituted or without a valid AGM;
 - 16.12.1 Protection or insurance from any liability or activity
 - 16.12.2 Administrative assistance
 - 16.12.3 Access to resources
 - 16.12.4 Funding
 - 16.12.5 Any such other assistance that is afforded to valid groups with the exception of 16.14
- 16.13 The Students' Union may provide freshers week assistance to groups who have held a valid AGM within the period but require an EGM
- 16.14 The Students' Union may only assist an un-constituted group assistance in with becoming a correctly constituted group (e.g. form a constitution or hold an AGM)
- 16.15 To remain an active group, each group must;
 - 16.15.1 Produce an annual plan and review of activities
 - 16.15.2 Produce an annual inventory of equipment and belongings
 - 16.15.3 Provide committee member contact details

16.15.4 Hold a valid, quorate AGM

- 16.16 Groups who do not fulfil the requirements of 16.15 shall become dormant
- 16.17 'Registered Members' are those who have joined the group through ussu.co.uk and paid the fee where appropriate.
- 16.18 The only valid register of members for each group shall be the register on ussu.co.uk
- 16.19 Groups may have a separate register for members who are not full members of the Union

17. AGMs

- 17.1 Each group shall be required to hold an Annual General Meeting at least every 14 months
- 17.2 An annual AGM period and committee handover shall be published by the VP Voice to coincide with committee training
- 17.3 It shall be the responsibility of the incumbent committee to notify the Union of the following
 - 17.3.1 intention to hold an AGM
 - 17.3.2 Preferred date
 - 17.3.3 Whether the votes held should be open or restricted

- 17.4 It shall be the responsibility of the relevant Vice-President to;
- 17.4.1 Book an appropriate room, which may only be located
 - (a) On the Stag Hill campus
 - (b) In an academic building
 - (c) In Surrey Sports Park
 - 17.4.2 Advertise the AGM
 - 17.4.3 Arrange an official to oversee the AGM
 - 17.4.4 Provide adequate resources for their AGM (e.g. ballot papers)
 - 17.4.5 Provide a list of registered group members for AGM's with restricted voting
- 17.5 The responsibilities under byelaw 17.4 may be delegated to staff members
- 17.6 All AGMs must be widely advertised for a minimum of 14 calendar days before the event to allow all members to attend
- 17.7 The quorum for an AGM shall be 10 full Union members, or 50% of the registered membership total for that group; whichever is the lower figure.

- 17.8 Each AGM shall have the following agenda
 - 17.8.1 Apologies for absence
 - 17.8.2 Outgoing committee report on previous year
 - 17.8.3 Election of incoming signatories
 - 17.8.4 Election of incoming non-signatory positions
- 17.9 The annual report (17.8.2) must be available for members to read in advance of the AGM
- 17.10 The election of signatory members is only complete once the signatory agreement has been signed
- 17.11 Failure to elect three signatory committee members at an AGM will result in the group becoming dormant.

18. AGM Voting

- 18.1 The voting system for each AGM shall be simple majority (first past the post) with the exception of elections as per 26.3
- 18.2 Voting may be either
 - 18.2.1 Open, where any full Union member may vote in the AGM, or
 - 18.2.2 Restricted, where only members of the group having the AGM may vote

- 18.3 The voting method is agreed by the outgoing signatories prior to the AGM (see 17.3.3)
- 18.4 The VP Voice will publish the date prior to which membership of the group must be held if the voting system is restricted
- 18.5 Each AGM shall contain a voting option for Re-Open Nominations
- 18.6 The RON (Re-Open Nominations) option may be included under a different name providing it is also marked as 'RON (Re-Open Nominations)
- 18.7 Voting will be held in secret at the sole discretion of the official overseeing the AGM
- 18.8 Ballot papers shall at all times be dispensed and counted by the official overseeing the AGM and/or their appointed assistant
- 18.9 The official overseeing the AGM may require voting members to produce membership cards in order to vote
- 18.10 The only officials competent to oversee group AGMs shall be members of the executive committee, elected members of the zone committees, or staff members as designated by the democracy committee.

- 18.11 The only officials competent to oversee group EGMs shall be members of the executive committee, or staff members as designated by the democracy committee.
- 18.12 The procedure for AGM elections is as follows
- 18.12.1 Only full members may stand for signatory positions
 - 18.12.2 There is no prescribed order for positions to be elected, this will be decided by the chair of the meeting
 - 18.12.3 The Chair shall ask for those who wish to stand for the position being contested
 - 18.12.4 When the candidates have announced themselves, the chair may allow them to make a speech, it is not compulsory for the candidates to leave the room – but is advisable to allow those in the room to vote freely and without embarrassment.
 - 18.12.5 Members may use procedural motions (65), the two most applicable are card vote and secret ballot. If a card vote is called for then only holders of a valid student card can vote. If a secret ballot is called, then the official must use ballot papers.
 - 18.12.6 It is the duty of the official overseeing the AGM to ensure the elections are free and fair and have the final ruling on meeting procedure within these byelaws

18.12.7 Those elected to the signatory positions must then sign the signatory agreement

19. Committee Positions

- 19.1 Each committee shall contain 3 signatory positions
- 19.2 Groups may designate and vote on further positions, however they shall hold no signatory authority
- 19.3 All actions taken on behalf of the group shall require the signature of at least two signatories
- 19.4 Any full member may present themselves for election to any of the committee positions
- 19.5 Only full members are permitted to hold signatory positions or nominate any committee position candidate
- 19.6 The Union shall be required to provide adequate training and guidance to all committee position holders as soon as practicable following an AGM
- 19.7 The committee elected at each AGM shall take office on the appointed day set by the VP Activity as per 17.2
- 19.8 Incoming signatory committee members shall only be permitted to take office following attendance to the designated committee training

- 19.9 Incoming signatory committee members may only take office without attending committee training at the discretion of the VP Activity
- 19.10 Elections for vacant signatory committee positions must be held as per rule 18
- 19.11 Signatory position holders may resign in writing to the VP Voice.
 - 19.11.1 Where possible, it is expected that evidence be provided that any resignation is by mutual consent

20. **Invalid AGMs**

- 20.1 Any member who feels the provisions of byelaws 17, 18, or 19 have not been adhered to may request to the VP Voice for an annulment of the AGM
- 20.2 If the VP Voice officiated at the AGM, then the appeal will be presented to the Union Chair
- 20.3 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.
- 20.4 The returning officer may decide to
 - 20.4.1 Refuse to hear an appeal
 - 20.4.2 Issue guidance on future matters of procedure

20.4.3 Overturn the original decision

- 20.5 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
- 20.6 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 17, 18, 19 were met
- 20.7 If there are grounds for a complaint the group activities shall be suspended until a valid AGM is held
- 20.8 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

21. Extra-Ordinary General Meetings (Groups)

- 21.1 EGMs for groups shall follow the procedure for AGMs
- 21.2 An EGM must be held for groups within four term weeks if;
 - 21.2.1 There are less than three members holding signatory positions following resignations or termination of membership after a successful AGM

- 21.2.2 A petition of at least 50 valid full members has been presented to the VP Voice requesting an EGM
- 21.2.3 Byelaw 20.8 is enacted
- 21.3 Groups who have failed to hold an EGM prior to the end of the academic year will have four complete term weeks from the start of the next academic year to hold an EGM
- 21.4 Groups requiring an EGM have to have completed a successful EGM by the second Friday following the February standing committee meeting or shall remain dormant until the following academic year.
- 21.5 In the case of 21.2.1 or 21.2.2 all committee position will then be vacated at the EGM
- 21.6 If there are less than two members holding signatory positions, the group shall be classed as dormant until a valid EGM is held

22. Creation of Groups

- 22.1 Only full members may propose the creation of a new group
- 22.2 In order to create a new group there must be
 - 22.2.1 A petition of 20 full members presented to the VP Activity

22.2.2 A completed group constitution

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

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

22.3 A dissolved group as per 24.1.2 may not be recreated within any time limit set by the disciplinary committee which cannot exceed past the end of the academic year

23. Dormant Groups

23.1 Groups are deemed to be dormant if and when

23.1.1 In the opinion of the activity zone, they have not undertaken any significant activity during the academic year

23.1.2 They have failed to hold an AGM or EGM within 14 months of the previous AGM.

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

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

23.4 An AGM or EGM for a dormant group shall have the following provisions

23.4.1 A petition of 10 full Union members may call for an AGM or EGM of a dormant group

23.4.2 The quorum for a dormant group AGM or EGM shall be 10 full Union members

24. Dissolution of Groups

24.1 A group may cease to exist by the following means

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

24.1.2 A full disciplinary panel instructs the dissolution of the group. The panel must also state the time there cannot be a recreated group which cannot extend past the end of the academic year.

24.1.3 The Activity zone agree with a unanimous vote that the group is not operating within their ratified aims and objectives

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

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

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

24.5 The transfer of funds held in dormant group accounts shall be at the discretion of the Finance Committee

25. Restrictions on Groups

25.1 The Activity zone may place further requirements on the management of groups as they deem appropriate

25.2 Requirements placed on the management of groups may also have corresponding sanctions

Frequently Asked Questions

Q. How can my club or society affiliate to another body?

A. As groups are part of the Union, then the Union must affiliate to that body on your behalf, and this must be declared at the Annual Members meeting (13.8). The Union cannot affiliate to, or donate to political parties.

Q. How can I remove a committee member?

A. To elect a new committee, then an EGM must be called. This is detailed in 21. If you call for an EGM, then all committee positions are re-elected.

Q. Can we have our own constitution and byelaws?

A. No, groups are part of the Union, and therefore can only operate within the Union constitution. This doesn't stop individual groups having their own policies or procedures as long as they do not conflict with these byelaws

Q. We have someone who is not a student who would like to help run the society, what can they do?

A. Non-students cannot hold signatory positions and so cannot be responsible for the group.

Q. Can we have our own bank account?

A. No. All group funds must be deposited within the Union accounts

Part 3. Elections

26. Principles

- 26.1 All Union elections, including bye-elections with the exception of group AGMs shall be held in accordance with part 3 rules
- 26.2 Each election will be held according to the following principles
 - 26.2.1 Fair access for all potential candidates
 - 26.2.2 Secure voting by members
 - 26.2.3 A robust election process in which the members have confidence
- 26.3 All cross-campus elections shall use the ERS'97 (STV) voting system (<http://suweb.stu.surrey.ac.uk/stvrules/>)
- 26.4 All Officer Trustee, Executive Committee, and such other positions as determined by the democracy committee shall be elected by cross-campus ballot
- 26.5 Elections that are held as cross-campus ballots, which will be satisfied under the following conditions

26.5.1 Electronic or Internet voting which may be used exclusively and without polling stations

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

27. Election Officials

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

27.2 The returning officer may not be a member of the Students' Union

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

27.3.1 They are not a competent person

27.3.2 Evidence of bias

27.3.3 Conflict of interest

27.4 Objections may be heard by the democracy committee up to 14 days after the appointment is announced

27.5 The returning officer and the democracy committee may in turn appoint a number of deputy returning officers to deputise for them in matters of returning the election

- 27.6 Election administrators appointed by the Chief Executive shall be responsible for the operation of the election.
- 27.7 The returning officer remains responsible for the conduct of the deputy returning officers
- 27.8 The returning officer is responsible for the election being held according to these rules.
- 27.9 Further detail on the bye-elections of executive committee members is detailed in byelaw 7.5

28. Rights of full-members

- 28.1 All Full Members and only Full Members are eligible to stand for any position unless stated otherwise in the Union Officer Rules.
- 28.2 Candidates must be valid full members during the election process, and from election until they assume office, with the following exceptions:
 - 28.2.1 Candidates may assume office after graduation for Officer Trustee Roles
 - 28.2.2 Candidates may assume any role after graduation, providing they are enrolled for another course giving full membership in the next academic year
- 28.3 No person may stand for more than one post in the same election.

- 28.4 A Full Member may not serve as an Officer Trustee for more than two (2) years, whether consecutive or non-consecutive*
- 28.5 Only full members are eligible to nominate or propose another student in the election.
- 28.6 Full Members have the right to attend and participate in the Question Time for the candidates.
- 28.7 Full Members have the right to information about the process of the election, the positions available and the candidates standing in the election.
- 28.8 Full Members shall have the right to object to the validity of any candidate.
- 28.9 Full Members have the right to vote in private in the elections, however ballots are recorded for the purposes of fraud prevention and auditing.

29. Election Process

- 29.1 The returning officer shall produce the following information for all potential candidates at least 14 days prior to the closing of nominations
 - 29.1.1 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

29.1.2 Voting mechanism to be used

29.1.3 Permissible spending limit on campaign

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

29.1.5 Regulations specific to that contest

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

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

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

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

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

- 29.7 All elections shall be open for voting for a minimum of 1 working day and must be held within University term dates
- 29.8 There shall no access to ballot papers or votes while an election is in process, and no interim results shall be produced
- 29.9 The RO shall ensure that access to voting is restricted to full members only according the electoral roll
- 29.10 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 29.11
- 29.11 Any member who has been excluded from the electoral roll owing to administrative error may be added by the RO

30. Election Events

- 30.1 The election administrators shall be responsible for organising the election events as detailed
- 30.2 Attendance to the election events shall be optional for all candidates
- 30.3 The election administrators shall not be required to make special provisions for any candidate who does not attend any election event for whatever reason

30.4 There shall be an election briefing for all candidates which will cover

30.4.1 Election rules from these byelaws

30.4.2 Election rules specific to that contest

30.4.3 Explanation of other election events

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

30.6 The candidate question time must

30.6.1 Be free to enter for all members

30.6.2 Allow for a free and fair debate between the candidates

30.6.3 Be publicised for all members to attend and participate

30.7 Speaking rights for election events shall be confined to

30.7.1 Full Members

30.7.2 Those with prior permission from the RO

31. Election complaints

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

- 31.2 Any full member may complain to the returning officer regarding any aspect of the election
- 31.3 On receipt of a complaint the returning officer may refuse to consider a complaint if it is deemed to be
 - 31.3.1 Frivolous
 - 31.3.2 Vexatious
 - 31.3.3 Repetitious
- 31.4 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
- 31.5 The RO may
 - 31.5.1 Take no further action
 - 31.5.2 Issue a clarification to all candidates
 - 31.5.3 Issue a warning
 - 31.5.4 Issue one or more strikes
 - 31.5.5 Refer the complaint to the University of Surrey Secretary for guidance
 - 31.5.6 Suspend the election

- 31.6 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
- 31.7 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
- 31.8 Any candidate appealing exclusion shall remain in the election until such time the appeal is heard
- 31.9 Should an appeal hearing as per 31.8 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
- 31.10 Any candidate who has their membership rights removed during the election process shall be excluded from the process
- 31.11 The University of Surrey are obliged by law to ensure free and fair elections in the Students' Union. Any member may complain to the University Secretary regarding the conduct of the RO*
- 31.12 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 University Secretary.

- 31.13 The RO shall have the authority to suspend or cancel any election if they believe the process has become compromised for whatever reason
- 31.14 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.
- 31.15 The Vice-Chancellor has the ultimate authority to suspend or cancel any election within these rules.
- 31.16 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.

32. Suspended Elections

- 32.1 If an election is suspended, all ballot boxes or access to electronic voting portals shall be suspended
- 32.2 Ballot boxes shall remain sealed while the election is under suspension
- 32.3 The maximum period an election may remain in suspension is five working days
- 32.4 The RO shall make all reasonable efforts to publicise to the membership when the election shall resume

- 32.5 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.

33. Cancelled Elections

- 33.1 In the event of a cancelled election no count shall take place
- 33.2 All positions will be re-opened for nominations
- 33.3 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

34. Referenda

- 34.1 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
- 34.2 The executive committee may put any question to a referendum on a unanimous vote
- 34.3 The executive committee may combine multiple questions on one ballot providing no there are no contradictory questions

- 34.4 It is the responsibility of the RO to hold a referendum election within 10 term weeks of the petition being presented.
- 34.5 All referendum questions shall be stated on the petition and shall have a simple yes or no answer
- 34.6 The board of trustees may exclude any referendum question on the following grounds
 - 34.6.1 The question would bring the Union into disrepute
 - 34.6.2 The question contravenes the standing policies
 - 34.6.3 The question has been answered by a motion passed in a General Meeting (Article 14)*
 - 34.6.4 The question has been answered in a referendum held up to two years previously
- 34.7 Referendum votes will be conducted according to the election rules, with the exception of the voting system which shall be first past the post
- 34.8 Referendum questions will pass with a simple majority

Part 4. Finances

35. Responsibilities

- 35.1 The board of trustees have responsibility for the correct administration of the Union finances*
- 35.2 The board of trustees may delegate their responsibility to the chief executive
- 35.3 The chief executive has the authority, subject to the agreement of the Finance Committee to
 - 35.3.1 Open bank accounts
 - 35.3.2 Enter into legal & contractual agreements
 - 35.3.3 Employ staff
 - 35.3.4 Set staff remuneration
 - 35.3.5 Make investments
 - 35.3.6 Take appropriate measures on behalf of the board as required for the successful operation of the Students' Union
- 35.4 The finance committee may delegate operational issues to the chief executive

- 35.5 The chief executive shall be required to recommend to the Board of Trustees an auditor for the Students' Union annually
- 35.6 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
- 35.7 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
- 35.8 The board of trustees shall have the authority to delegate signatory authority on all Union accounts and agreements
- 35.9 All financial transactions shall require a minimum of two signatures
- 35.10 The board of trustees shall agree annually a financial procedures manual to ensure the correct operation of the Union accounts and transactions.
- 35.11 All funds and assets shall remain in the ultimate control of the board of trustees

36. Rights of Full Members

- 36.1 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.

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

37. Group Finances

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

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

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

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

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

Part 5. Fundraising

38. RAG

- 38.1 All fundraising activities organised by the Union for charities other than the Students' Union shall be administered through RAG*
- 38.2 Any fundraising activity shall clearly state
 - 38.2.1 That a portion of the fee for the event or service will be held by RAG
 - 38.2.2 In the event that part of a fee is donated to RAG, the portion shall be clearly stated
- 38.3 Funds raised for RAG shall be held by the Union in escrow for the RAG fund

39. RAG Fund

- 39.1 The RAG fund shall invite bids from regulated charities to be considered for donations from the RAG fund.
- 39.2 The RAG fund shall be donated according to the RAG donation policy.
- 39.3 The Union shall produce in its annual report a summary of bids received and a detailed report of funds donated.

- 39.4 The Community zone shall produce a clear and transparent bidding process for charities seeking funds.

Part 6. Miscellaneous Provisions

40. Honorary Membership

- 40.1 Any class of member can nominate an individual, group or entity for honorary membership of the Students' Union
- 40.2 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
 - 40.2.1 A continued dedication to improving the experience of University of Surrey Students through the course of their career or studies.
 - 40.2.2 Have improved the experience of University of Surrey students through an individual action
 - 40.2.3 Recognition of an outstanding achievement by a current member
 - 40.2.4 A non-member who has provided extra-ordinary assistance and/or expertise as a volunteer for a Union activity
- 40.3 Honorary membership is awarded by the board of trustees

40.4 Honorary members receive no membership rights

41. Official Mascot

41.1 The Official Mascot for the Students' Union is 'Steve the Stag'

41.2 No member is permitted to position, use, photograph, or depict the official mascot in any way that would run contrary to the values of the Union, this includes (but not limited to)

41.2.1 Drinking alcohol

41.2.2 Smoking cigarettes

41.2.3 Involved in lewd acts

41.2.4 In a partial state of undress (e.g. not wearing the entire costume)

42. Interpretation of the byelaws

42.1 There may be a requirement to interpret these rules if there is, for example an ambiguity, or absolute adherence would create an unacceptable situation

42.2 The interpretation, or suspension of these byelaws is the responsibility of the Union Chair

42.3 Rulings by the Union Chair do not create precedents

- 42.4 A ruling by the Union Chair may be overturned by a unanimous vote of the Union Executive (excluding the chair)
- 42.5 Should a ruling be successfully challenged, the Board of Trustees shall be the final arbiters of the rule interpretation, who must consider the core constitution and the code of conduct in their deliberations

Part 7. Discipline

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

- Removal from office (excepting no-confidence)
- 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 is unlikely to result in a removal of voting rights). The final decision for the

correct process (where there is a dispute) shall rest jointly with the Chair and Deputy Chair of the trustees

43. Overview

43.1 Disciplinary action may be taken against

43.1.1 Individual Members (all classes)

43.1.2 Constituted Groups

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

43.3 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.

44. Disciplinary Procedures

44.1 Full Disciplinary

The process for contravention of these bye-laws and/or Union policies by individuals, committees or groups; and all other misconduct not covered by the any subsequent process. Commonly referred to as a 'Union Disciplinary'

44.2 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'

44.3 Pre-Appeal

The process that looks at all disciplinary appeals, and whether or not they proceed to full appeal

44.4 Full Appeal

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

44.5 Sporting Disciplinary

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

44.6 Removal from Office

The procedure to remove an elected officer from their position. Commonly referred to as a 'Vote of No-Confidence'

44.7 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.

45. Common Process

45.1 Each disciplinary process will have three parts

45.1.1 Trigger

45.1.2 Hearing

45.1.3 Outcome

45.2 Trigger

45.2.1 This is the event which begins the disciplinary process.

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

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

45.2.4 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

(a) The decision to refer an incident to OSCAR will be taken by the panel chair

45.2.5 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.

45.2.6 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

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

45.2.8 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.

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

45.3 Hearing

45.3.1 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.

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

45.3.3 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.

45.3.4 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.

45.3.5 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

45.3.6 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.

45.4 Outcome

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

- 45.4.2 In reaching an outcome, the panel chair should first of all attempt to reach a unanimous outcome; otherwise a majority view will be acceptable.
- 45.4.3 The panel chair will have a casting vote (as per the committee procedure) in a tied outcome
- 45.4.4 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.
- 45.4.5 Where possible, it is recommended that it is shown how the sanction is consistent with similar outcomes

46. Full Disciplinary

- 46.1 This is the highest level of disciplinary action within the Students' Union
- 46.2 The full disciplinary may issue any sanction as listed in the procedures for all other disciplinary processes.
- 46.3 This process 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*
- 46.4 This is the only process which may censure a member, which may result in a motion of no confidence.

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

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

46.7 The membership consists of

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

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

47. Social Disciplinary (Club Disciplinary)

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

47.2 This panel may issue the following sanctions

47.2.1 Restriction of entrance to the trading services of the Union

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

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

47.3 The panel shall comprise of

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

47.3.2 The President (or nominated deputy)

47.3.3 VP Community (or nominated deputy)

47.3.4 Panel Secretary appointed by the Chief Executive

48. Sporting Disciplinary

48.1 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)

48.2 This panel may issue the following sanctions

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

48.2.2 Temporary or permanent exclusion from fielded teams

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

48.3 The panel shall comprise of

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

48.3.2 VP Activity (or nominated deputy)

48.3.3 SSP Chief Executive (or nominated deputy)

49. University of Surrey Disciplinary Hearing

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

49.2 This panel may issue the sanctions listed for all other panels except for censure.

50. Removal from Office

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

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

50.2.1 lose their membership rights temporarily or permanently

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

51. Appeals

51.1 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

- 51.2 Panel members who were involved in the previous decision will be excluded from the appeal panel.
- 51.3 A member may appeal the outcome of a panel if one or more of the following conditions are true
 - 51.3.1 Further evidence has become available which could not be presented at the original hearing
 - 51.3.2 There was a fault in the procedure of the original panel (including undisclosed conflict of interests)
 - 51.3.3 The sanction imposed was significantly inconsistent with previous panel outcomes
- 51.4 On submission of an appeal a pre-appeal panel shall review the submission and decide if the conditions of section 51.3 are met
- 51.5 The pre-appeal panel shall consist of
 - 51.5.1 Chair of Board of Trustees
 - 51.5.2 Deputy Chair of Board of Trustees
 - 51.5.3 The Chief Executive
- 51.6 The pre-appeal panel may review submissions individually via e-mail

51.7 If the pre-appeal panel decide

51.7.1 The conditions of 51.3 have been met, then a full disciplinary panel shall be held

51.7.2 The conditions of 51.3 have not been met, there shall be no further hearings and the procedure is complete.

51.8 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

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

52. Making a complaint

- 52.1 Complaints will be accepted from any individual, entity or representative body.
- 52.2 All complaints will be handled in the same manner regardless of whom or what is making the complaint.
- 52.3 Complaints will only be accepted in writing either by letter or e-mail.
- 52.4 Anonymous complaints will not be accepted.
- 52.5 There is no prescribed format for complaints, the complainant does not have specifically state that they are making a formal complaint.

- 52.6 Complaints will be acknowledged within three working days of receipt
- 52.7 The initial acknowledgement will state
 - 52.7.1 the expected timescale in which the complaint will be resolved
 - 52.7.2 the name of who will be dealing with complaint and how to contact them
- 52.8 Members have the right under the code of practice to complain directly to the University of Surrey as detailed in 58.5 if they do not wish to use this complaints procedure

53. Handling a complaint

- 53.1 The Chief Executive is responsible for ensuring the administration of complaints is handled correctly according to this procedure
- 53.2 The Chief Executive may delegate each complaint to a complaint handler. This will be communicated to the complainant as per 53.4.2
- 53.3 The complaint handler should not be involved or implicated in the original complaint
- 53.4 The complaint handler is responsible for

- 53.4.1 Requesting further evidence if required from sources as appropriate to resolve the complaint.
- 53.4.2 Maintaining communication with the complainant.
- 53.5 The complaint handler should only request additional information as is required to investigate the complaint.
- 53.6 The complaint handler must respond to the complainant every five working days with an update on their complaint
- 53.7 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

54. Responding to complaints

- 54.1 Once the complaint handler has a final response to the complaint, this will sent directly to the complainant
- 54.2 A copy of the complaint response will be kept in the register of complaints
- 54.3 If no further response is received from the complainant within three working weeks the complaint will be closed

55. Putting things right

55.1.1 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.

55.2 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

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

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

55.5 Performance issues arising from staff will be dealt with through the procedures outlined in the staff handbook under the direction of the chief executive

55.6 Performance issues arising from officers (non-staff issues) will be dealt with by the President and/or Union Chairperson

56. Confidentiality

- 56.1 In order to facilitate this process, complaints are not regarded as confidential, even if marked as such but must be handled sensitively.
- 56.2 If an officer or staff member has been complained about, they have a right to know as far as is practically possible.
- 56.3 Complaints of a sensitive nature will be edited to remain anonymous for board reports.

57. Learning from complaints

- 57.1 A summary report of complaints will be presented to the board of trustees annually
- 57.2 An overview of complaints will be included in the annual report
- 57.3 The chief executive will be responsible for maintaining a record of complaints for the purposes of determining precedents
- 57.4 Complaints received regarding sub-contractors or third party suppliers will be passed on for review and action

58. Appeals

- 58.1 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

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

58.1.2 The complaint resolution did not follow a precedent

58.1.3 The complainant is not satisfied with the resolution.

58.2 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

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

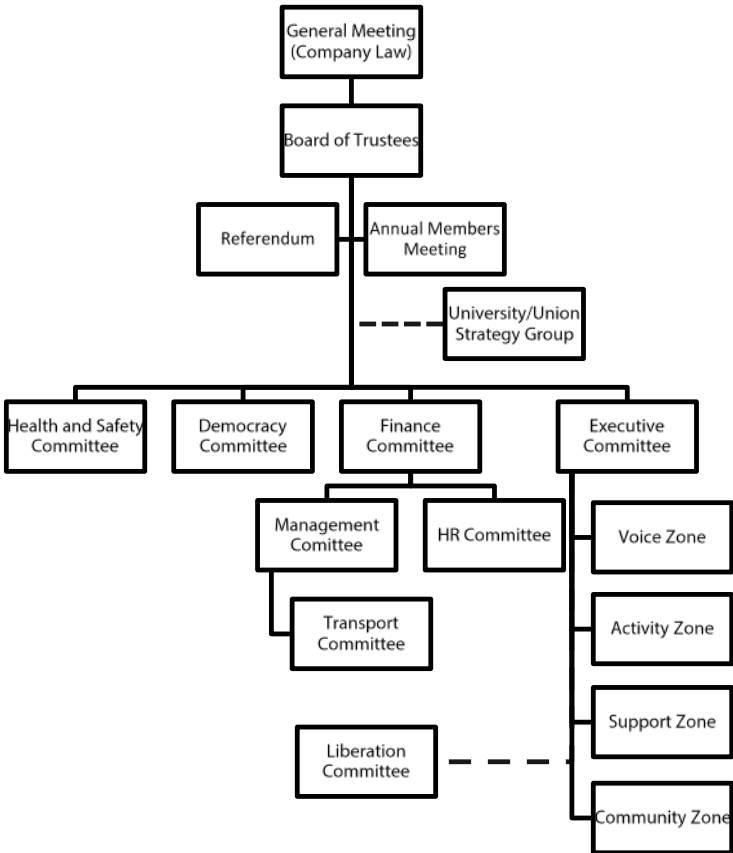
58.4 It is recognised that on occasion no resolution would be sufficient, and a minority of complainants may be unreasonable or persistent in pursuing complaints. In these instances the board of trustees may agree to cease dealing with the complainants' case. It shall be made clear that the Union complaints procedure has been exhausted at this point.

58.5 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.

- 58.6 The decision given by or on behalf of the Council shall be final.
- 58.7 The Union shall cooperate in implementing promptly any remedial action recommended by the Council.

Part 9. Committees



General Committee Rules

59. Committee Protocol

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

60. Committee Sessions

- 60.1 Committees may sit in one of the following sessions
 - 60.1.1 **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.
 - 60.1.2 **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.

60.1.3 **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.

60.2 The default session for all Union meetings is Open

60.3 All policy committees are subject to the procedural motions as outlined in Bye-Law 65

61. Conflict of Interest

61.1 The conflict of interest policy applies to all committees

61.2 Any conflict of interest must be declared at the opening of any meeting based on the pre-prepared agenda

61.3 It is the responsibility of the chair to ask for conflict of interests

- 61.4 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
- 61.5 If member declares a potential conflict of interest they may either
 - 61.5.1 Take no further part in discussions of that topic *or*
 - 61.5.2 Continue in discussions and abstain from voting *or*
 - 61.5.3 Request permission from the committee to continue in the discussions and vote
- 61.6 Following a declaration of a potential conflict of interest a committee may
 - 61.6.1 Decide there is no conflict and allow the committee member to continue as a full member *or*
 - 61.6.2 Restrict the conflicted member from voting *or*
 - 61.6.3 Remove the conflicted member from the meeting for the duration of the discussion

62. Chair's Action

- 62.1 The chair of any committee may take a chair's action on any point which in their opinion the committee would not find contentious

- 62.2 All chair's actions must be reported to the next meeting of the committee

63. Quorum & Voting

- 63.1 Unless specifically stated in the committee overview, the quorum for the committee shall be 50% of the voting members plus 1
- 63.2 If the chair wishes to receive votes electronically he/she may, providing the following is met
 - 63.2.1 The voting is time limited and this is made clear
 - 63.2.2 The entire vote is held electronically
 - 63.2.3 All voting members of the committee are clearly aware of the procedure
 - 63.2.4 The electronic voting is secure to an acceptable standard (for example e-mail responses would be acceptable, a Facebook poll would not)
- 63.3 Conflicted committee members unable to vote shall not affect the quorum, and will be regarded as present for the vote
- 63.4 The chair shall decide if a meeting is quorate
- 63.5 Casting vote definition

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

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

63.6 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

64. General Procedure

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

64.2 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.

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

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

64.4.1 Proposed frequency of meetings

64.4.2 Deadline for submission of agenda items

- 64.4.3 Timescale for distribution of agendas and minutes
- 64.4.4 Co-opting of members (if applicable)
- 64.4.5 Procedure for publishing minutes
- 64.5 Every committee shall have formal minutes taken, which shall contain as a minimum
 - 64.5.1 The time, date and location of the meeting
 - 64.5.2 The attendance of the meeting (indicating the membership, those who did not attend and those who presented apologies)
 - 64.5.3 A record of decisions taken at that meeting
- 64.6 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 64.4.5
- 64.7 Quoted meeting frequencies are the minimum, committees may meet more frequently.
- 64.8 Terms of reference is the areas in which the committee may operate
- 64.9 Committee duties are the areas in which the committee must operate
- 64.10 Meeting frequency definitions

- 64.10.1 Semester is the teaching period defined by the University calendar (two per annum)
- 64.10.2 Term is the calendar period defined by national holidays (normally three per annum)
- 64.11 Any member has the right to present an item to any committee with exceptions detailed in 64.12 and 64.13 providing they satisfy the requirements for submission as agreed by the committee at the first meeting of each year
- 64.12 Submissions to the Executive Committee shall only come from one or more of the zone committees
- 64.13 Member submissions to the Board of Trustees shall come from the Annual Members Meeting
- 64.14 All committee submission requirements shall be made clear to all members
- 64.15 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.
- 64.16 Each committee shall agree a prescribed format for submissions from committee members if required at the beginning of each academic year.

- 64.17 Voting committee members are expected to take due regard to advice provided by non-voting in attendance members.
- 64.18 Decisions taken by the committee contrary to the advice provided as per rule 64.17 must be clearly stated in the minutes to this affect
- 64.19 Any committee member wishing to resign their position will do so in writing to the chair of the committee
- 64.20 If the chair of the committee wishes to resign, then they will do so in writing to the chair of the superior committee
- 64.21 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
- 64.22 Should a resignation result in the remaining positions being less than the stated quorum required, then a bye-election must be held.

65. Procedural Motions

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

- 65.2 Procedural motions shall require a simple majority to pass
- 65.3 Procedural motions may not be applied retrospectively
- 65.4 The following procedural motions shall be available
 - 65.4.1 No-Confidence in the Chair
 - (a) If a committee member feels the provisions of byelaw B2 has not been met
 - (b) The Chair is demonstrating undue bias during a debate
 - 65.4.2 Deferred vote
 - 65.4.3 If a committee member wishes to defer voting on an issue until the next available meeting
 - 65.4.4 Exclude Member
 - (a) Any non-committee member may be removed from the meeting
 - 65.4.5 Request for a secret ballot
 - 65.4.6 Request for a card vote whereby all full members must produce valid identification to vote
 - 65.4.7 Refer issue to another body (such as the board of trustees)

65.4.8 To vote on any proposed motion in parts

65.4.9 Adjournment

66. Ultra Vires*

66.1 Committees may not discuss any item which is beyond the scope of the charitable objects or powers of the Union.

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.

*Quorum 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

Ultra Vires Guidance

Ultra Vires is a latin phrase meaning “beyond one's legal power or authority”. The objects of the Union as a charity, as per the constitution is as follows

4. Objects

The objects of the Union are the advancement of education of Students at The University of Surrey for the public benefit by:

4.1 promoting the interests and welfare of Students at The University of Surrey during their course of study and representing, supporting and advising Students;

4.2 being the recognised representative channel between Students and The University of Surrey and any other external bodies; and

4.3 providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

The “powers” of the Union are there for the Union to achieve its objects. There is no hard and fast rule as to what is and is not Ultra Vires, and according to the Charity Commission ‘Political

campaigning is allowed if it "supports the charitable purposes" and if "perceptions of the charity's independence are unaffected,". Broadly speaking, this means the Union should only take action on issues affecting students as students, not as general citizens.

Ultra Vires is a complex issue, and is something which can only be dealt with on a case by case basis, and not with a fixed set of rules.

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.

Committee Definitions

Each committee in the Union has a purpose, some of them are for governance (the Trustees), some are operational (e.g. Management committee), and some are political (e.g. Executive). The committee structure has a hierarchy, with all students at the top.

Each definition is presented in the same format.

1. The Overview
This should explain roughly why the committee is there, and what they are supposed to do
2. Responsible To
Which committee does this report in to
3. Responsible For
Which committees report into this one
4. Terms of reference
Areas in which the committee *can* operate
5. Membership
The voting members of this committee, and who remain in *closed* session
6. In attendance
Those who are normally part of the committee process, and remain in the committee when in *private* session
7. Committee Duties
Things the committee *must* do
8. Meeting frequency
The minimum amount of time the committee must meet

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 16-31 of the core constitution.

This is not to be confused with the Annual Members Meeting

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 holds 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
8. Editorial Board

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 Voice
4. VP Activity
5. VP Support
6. VP Community
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

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

Any member of the Union may be in attendance

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. Provost
2. Vice-Provost
3. CFO
4. Director of Business Services
5. President
6. University Trustee
7. VP Voice
8. VP Activity
9. VP Support
10. VP Community
11. Chief Executive
12. 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

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

1. Final election appeals & complaints

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. Voice Zone member 1
4. Voice Zone member 2
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 Activity
4. VP Community
5. Sports Standing Co-Opt
6. Societies StandingOpt

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

Terms of Reference

1. Control of monthly finance management reports
2. Union investment strategy
3. Ownership of financial procedures
4. Preparation of annual subvention request
5. Compliance with the financial memorandum
6. Annual Audit
7. Procurement
8. Ownership of the Risk Register

Committee Membership

1. President (Chair)
2. VP Voice
3. VP Activity

4. VP Support
5. VP Community
6. Union Chair

In attendance

1. Chief Executive
2. Deputy Chief Executive
3. HR Manager
4. Student Voice Manager
5. Student Activities Manager
6. Support Manager
7. Entertainments & Venue Manager

Committee Duties

1. Monitor monthly financial results and approve action if necessary
2. Hear grants requests deferred from grants committee
3. Review Risk Register quarterly
4. Recommend appointment of auditors to AMM

Frequency of Meetings

Quarterly

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 Voice
8. VP Activity
9. VP Support
10. VP Community

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 Activity (Chair)
2. VP Community
3. Team Surrey Chair
4. Societies Executive Chair

In attendance

1. Finance Manager
2. Business Support Manager
3. Student Activities Administrator
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 Voice
3. VP Activity
4. VP Support
5. VP Community
6. Co-opted member of Executive Committee

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' Voice Forums, the Annual Members Meeting as well as the opinions of the elected members of the committee.

Responsible to

Board of Trustees

Responsible for

Zone Committees

Terms of Reference

1. Political Policy
2. Representative issues
3. Organisational Opinion

Committee Membership

1. Union Chairperson (Chair)
2. President (Deputy Chair)
3. VP Voice
4. VP Activity
5. VP Support
6. VP Community
7. Voice Zone Member 1
8. Voice Zone Member 2
9. Activity Zone Member 1
10. Activity Zone Member 2
11. Support Zone Member 1

12. Support Zone Member 2
13. Community Zone Member 1
14. Community Zone Member 2

In attendance

1. Chief Executive
2. Zone Administrator

Committee Duties

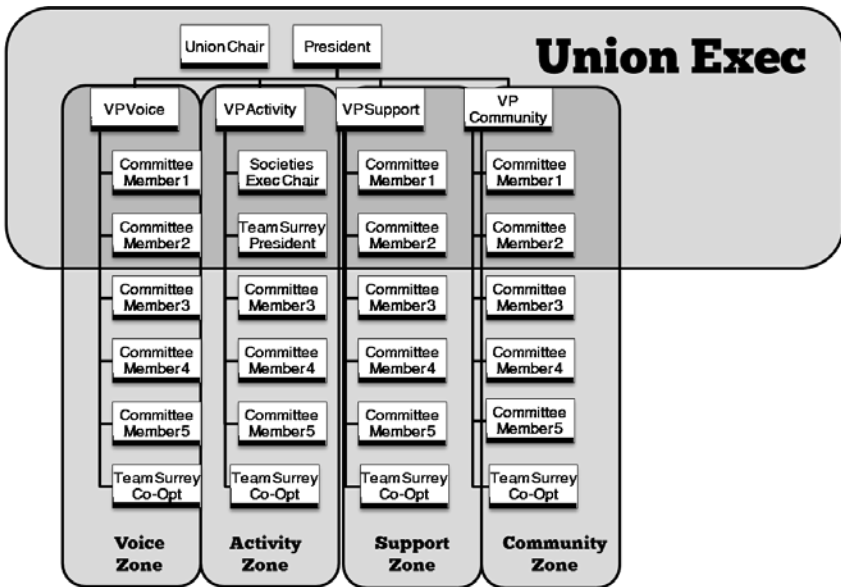
1. Vote on policy presented by members and zones
2. Agree award winners for Annual Student Awards

Frequency of meetings

Monthly (Term time)

Zone Committees

The zone committees perform almost all of the Union work, and have control of almost all the Union resources. Each zone is headed by a Vice-President and the remaining members are elected from a pool of candidates. The top five candidates become zone members (three in the case of Activity), and from that five the top two become exec members



Voice Zone

Overview

This is the zone for students who have something to say, listening to our members and making their voice heard. This is the zone that looks after the student opinion on the issues that have an impact on your student life. This zone will promote the results of major student surveys, such as the NSS and ‘Shape Your Surrey’, and will lobby the University – through the course rep system, which will also be resourced by this zone, to create the changes students want to see at Surrey. This zone will also be responsive to national student political issues, such as tuition fees and government funding of Higher Education, and will be responsible for feeding the Union’s executive with student views and opinions of these matters, so that policy can be driven from grassroots level. The Vice President within this zone will have overall responsibility for ensuring that all students are able to engage with Union democratic processes, from running in elections to taking part in AGMs for a club or society.

Responsible to

Executive Committee

Responsible for

Course Rep Assembly

Terms of Reference

1. Voting
2. Surveys & Feedback (internal)
3. Special Interest Campaigns
4. Course Reps
5. Course Rep Elections
6. Surrey Decides
7. AGMs & EGMs
8. Referendums

9. NUS

10. Feedback to external bodies (e.g. local council etc.)

Committee Membership

VP Voice (Chair)

5 X Voice Zone Members

In attendance

Student Voice Manager

Zone Administrator

Committee Duties

1. Debate student submitted motions

Frequency of meetings

Monthly (Term Time)

Activity Zone

Overview

This is the zone for students doing things, taking part in activities, playing sport, society activity and more. This zone encourages students to take part in extracurricular activities and engage in development activities to further themselves and their careers. If students want to do something, then this is the zone to make it happen

Responsible to

Executive Committee

Responsible for

1. Sports Standing
2. Societies Standing
3. Editorial Board

Terms of Reference

1. Sporting Activity (Union contribution)
2. Accessibility of Sport
3. Society Activity
4. Activity infrastructure

Committee Membership

VP Activity (Chair)
5 X Activity Zone Members

In attendance

Student Activities Manager
Zone Administrator

Committee Duties

1. Debate student submitted motions

Frequency of meetings

Monthly (term time)

Support Zone

Overview

This is all about helping students, as well as enabling students to help each other. The support zone is there to look out for students during the times when things go wrong and make sure there are resources in place to help. This zone is all about students who want to help other students, create a caring campus, and promote wellbeing.

Responsible to

Executive Committee

Responsible for

Terms of Reference

1. University provided support services
2. Union provided advice
3. Wellbeing
4. Wellbeing and Support campaigns
5. Training

Committee Membership

VP Support (Chair)

5 X Support Zone Members

In attendance

Student Support Manager

Zone Administrator

Committee Duties

1. Debate student submitted motions

Frequency of meetings

Monthly (Term time)

Community Zone

Overview

The student community takes many forms, and students are part of several diverse communities while they are studying at Surrey – from the community of flatmates in their first year, to the community of neighbours when they move into private rented accommodation, to the community they form when they join and new club or society. The Students' Union plays a central role in bringing communities of students together, and supporting them as they develop. The community zone is here to bring students together, to socialise and meet others.

Responsible to

Executive Committee

Responsible for

RAG Committee

Terms of Reference

1. Entertainment
2. Freshers Week
3. Fundraising
4. Community Life
5. External Relations

Committee Membership

VP Community (Chair)

5 X Community Zone Members

In attendance

Entertainments & Venue Manager

Zone Administrator

Committee Duties

1. Debate student submitted motions

Frequency of meetings

Monthly (Term Time)

Liberation Committee

Overview

The Students' Union recognises that liberation groups can often feel isolated and separate from the general student body, this committee is designed as a forum for support, debate and discussion for liberation issues and how the Union represents them. The liberation committee can be seen as an enhancement to the zone committees, and each zone is encouraged to engage positively with the committee during their work. The liberation committee does not exist to replace the functions of the zone committees for any of the liberation groups listed.

Responsible to

The zone committees (advisory)

Responsible for

Terms of Reference

1. Liberation issues referred from the zone committees
2. Feedback raised through the committee members

Committee Membership

1. President (Chair)
2. Voice Zone Member
3. Activity Zone Member
4. Community Zone Member
5. Support Zone Member
6. LGBT+ Students member
7. Female students representative
8. Person of Colour (POC) Students members
 - a. Asian
 - b. Arabic

- c. Black
- 9. Disabled Students member
- 10. Non-UK Students member

In attendance

Committee Duties

- 1. Debate motions referred from zone committees

Frequency of meetings

Once per semester

Student Voice Forum

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

Voice Zone

Responsible for

Terms of Reference

All academic and student experience matters

Committee Membership

VP Voice (Chair)

All elected course representatives

Community Reps

Liberation Committee Members

Group representatives

In attendance

Invited guests as required

Committee Duties

Frequency of meetings

Once per term

Committee Definitions

Sports Standing Committee

Overview

The Sports Standing Committee exists to support the VP Activity and Team Surrey Chair 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.

Responsible to

Activity Zone

Responsible for

Team Surrey Strategy Group (Union Participation)

Terms of Reference

1. Team Surrey
2. Sports club administration
3. Sports finance

Committee Membership

1. VP Activity
2. Team Surrey Chair (Chair)
3. Representatives for each Sports club

In attendance

4. Student Activities Manager

Committee Duties

1. Ratify new sports clubs

Frequency of meetings

Three times per semester

Committee Definitions

Societies Standing Committee

Overview

The societies standing is the forum for all society representatives and signatories to come together and discuss the society issues. 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.

Responsible to

Activity Zone

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

1. VP Activity
2. Societies Chair (Chair)
3. Representatives for each society

In attendance

1. Activities Co-Ordinator

Committee Duties

1. Ratify new society requests

Frequency of meetings

Three times per semester

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.

1 Equality & Diversity Policy Statement

Statement of Intent

The University of Surrey Students' Union is committed to creating and sustaining a culture that supports equality and diversity, where members and staff are equally valued and respected. As a member organisation and a provider of employment, we value the diversity of our members and staff. We are committed to providing a fair, equitable and mutually supportive environment for our members and staff. The University of Surrey Students' Union is fully committed to a programme of action to make this policy effective. It's Equality and Diversity Policy is, and will continue to be, reviewed on a regular basis to ensure it is compliant with legislation.

This policy applies to all members of the University of Surrey Students' Union community, both members and staff, whether full time, part time, permanent, temporary or casual, on fixed term contracts or part time, to job applicants, to students, current and former members and to visitors to the Students' Union.

Policy Objective

The University of Surrey Students' Union believes excellence can be achieved through the recognition of the value of every individual. To that end we aim to create an environment that respects the diversity of our members and staff and that will enable them to

achieve their full potential, to contribute fully and to derive maximum benefit and enjoyment from their involvement in the University of Surrey Students' Union.

As a result, we acknowledge the following basic rights for all members, prospective members and staff of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- To receive encouragement to reach their full potential

Individuals should be treated on their merits as members or staff of the University of Surrey Students' Union. Treatment includes selection, training, education, assessment appraisal and promotion.

These rights carry with them responsibilities and the University of Surrey Students' Union requires all members of the organisation to recognise these rights and to act in accordance with them in their dealings with other members of the Students' Union. The University of Surrey Students' Union will comply with all relevant legislation and good practice.

The aims of this policy are to:

- Eliminate discrimination, harassment and victimisation on the grounds of the protected characteristics set out in the Equality Act 2010 (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marital or civil partnership status or pregnancy and maternity).
- Meet the legal duties as set out in the Equality Act 2010 and other relevant legislation

- Ensure Equality and Diversity issues are fully integrated into the mainstream of the University of Surrey Students' Union policy and working practices
- Provide a framework to identify and amend any University of Surrey Students' Union policies or practices that might discriminate against those who share a protected characteristic:
 - Age
 - Disability
 - Gender Reassignment
 - Marriage and Civil Partnership
 - Pregnancy and Maternity
 - Race
 - Religion and Belief
 - Sex
 - Sexual Orientation
- Ensure equal opportunity for members of the University of Surrey Students' Union to full range of Students' Union services which meet their needs
- Make more effective use of talent in the workplace
- Work with staff and members to raise awareness of how our policies and practices can impact on others
- Communicate and raise awareness of the role of staff and members in minimising and challenging inappropriate behaviour or practices
- Create a positive and welcoming environment for visitors to the University of Surrey Students' Union.

Responsibility

Ultimate responsibility for the effective implementation and development of this policy lies with the Board of Trustees, who will

be responsible for overseeing the development and application of the policy. The University of Surrey Students' Union expects all its staff and members to take personal responsibility for familiarising themselves with this policy and to conduct themselves in an appropriate manner at all times to respect equality of opportunity for all staff, members, applicants and visitors. The University of Surrey Students' Union regards any breach of this policy by any employee(s) or member(s) as a serious matter to be dealt with through its agreed disciplinary procedures, which may result in disciplinary action. All new employees will be required to undertake Equality and Diversity training as part of their probationary period.

2 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.

3 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, and 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

4 Staff/Student Protocol

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.

OBJECTIVES

It is the objectives of this protocol to ensure that:

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

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.

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

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.

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

3. MANAGEMENT COMMITTEE

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

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

4. RESPONSIBILITIES OF UNION STAFF

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, or advise in their area of work with the permission of the chair.

Staff shall not exercise a vote in any meeting organized under the auspices of the Constitution of the Students' Union, except for the Health and Safety committee.

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.

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.

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.

Staff shall not enter into discussion with members of the Students' Union as to the performance of an officer of the Students' Union. Any issues concerning the performance of an officer should be raised directly with the Union President, CEO or Human Resources & Staff Development Manager

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.

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.

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 can be demonstrated (detecting or exposing crime or a serious misdemeanour).

STUDENT STAFF

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.

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.

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.

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 CEO 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.

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 CEO of the Students' Union.

8.2 The HR Manager and the CEO of the Students' Union shall raise the matter with the President. The complaint shall be investigated and the HR Manager and CEO 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.

FRIVOLOUS OR VEXATIOUS COMPLAINTS

A frivolous or vexatious complaint is excluded from this policy.

A frivolous complaint is generally defined as one that is baseless and completely without merit.

A vexatious complaint is generally defined as one that has no reasonable grounds and is made in bad faith.

This exclusion does not apply to a complaint that has been made in an application to a court or tribunal, as those bodies have their own bases for excluding or striking out improper actions.

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.

5. 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;

The Code of Practice

1.1 Purpose & Scope

This Code of Practice has been prepared by the University of Surrey in conjunction with the University of Surrey Students' Union (USSU). It sets out how the governing body of the University of Surrey (Council) seeks to assure itself that the University of Surrey Students' Union (USSU) is operating in accordance with the provisions of Section 22 of the Education Act. Section 22 sets out the requirements of University governing bodies in relation to their Students' Unions.

This document addresses each point of Section 22 of the Education Act 1994 in turn. Where appropriate, it summarises high level processes where appropriate, the method by which assurance is provided to Council and references to relevant governing document(s).

This Code of Practice does not contain detailed processes. These are contained within the relevant governing documents.

1.4 Definitions

Bye-Laws means the bye-laws of the University of Surrey's Students' Union which set out the working practices of the Union, made from time to time in accordance with Article 61 of the Memorandum and Articles of Association.

Council means the governing body of The University of Surrey.

Members means members of the Union as defined in Article 10 of the Memorandum and Articles of Association.

Memorandum of Understanding means the Memorandum of Understanding between the University of Surrey and the Students' Union, in accordance with Article 69 of the Memorandum and Articles of Association.

Memorandum and Articles of Association means the constitutional document of the University of Surrey Students' Union.

Student means any individual who is formally registered for an approved programme of study provided by The University of Surrey. For the avoidance of doubt, The University of Surrey shall determine whether or not an individual has student status (as set out at Article 71.1.37).

University means the University of Surrey.

USSU means the University of Surrey Students' Union.

Written Constitution and Constitution means the Memorandum and Articles of Association of the University of Surrey Students' Union

1.5 Legislative context

The Education Act 1994

The Companies Act 2006

The Charities Act 2011

2 Requirements of Section 22 of the Education Act 1994

(1) The governing body of every establishment to which this Part applies shall take such steps as are reasonably practicable to secure that any students' union for students at the establishment

operates in a fair and democratic manner and is accountable for its finances.

This requirement is reflected in the University's Ordinances (15.1), in the Memorandum and Articles of the Union (Background para. D) and in the Memorandum of Understanding (para. 1.3).

Assurance that the Students' Union is operating in a fair and democratic manner is reported to Council by the University Secretary on an annual basis. The Memorandum of Understanding is the document which sets out the working relationship between the University and the USSU and is reviewed annually by the University Secretary and the Chief Executive of the USSU. Together with the annual report from the USSU Partnership Committee, this forms the basis of the assurance report to Council.

The Memorandum of Understanding is approved by the USSU Partnership Committee and on agreement receives final signature by the Vice-Chancellor and the Trustees of the Union.

Council also receives a copy of the annual election report from the Union and the Union Annual Trustees Report and Accounts.

The USSU Partnership Committee reviews the management accounts at each meeting and recommends the subvention to the Vice-Chancellor for approval.

Council is responsible for the approval of this Code of Practice.

(2) The governing body shall in particular take such steps as are reasonably practicable to secure that the following requirements are observed by or in relation to any students' union for students at the establishment: -

- a) the union should have a written constitution;

The Memorandum and Articles of the USSU form the written constitution of the Union. They are available on the USSU website at :- <http://www.ussu.co.uk/yourunion/Governing%20Documents/>

- b) the provisions of the constitution should be subject to the approval of the governing body and to review by that body at intervals of not more than five years;

2 b) is reflected in Ordinances (15.2), in the Memorandum and Articles of the USSU (9.1 and 9.2) and in the Memorandum of Understanding (19.1).

The most recent five year review was undertaken in 2015. The next review will be due in 2020.

- c) a student should have the right—
- i) not to be a member of the union, or
- ii) in the case of a representative body which is not an association, to signify that he does not wish to be represented by it,
- iii) and students who exercise that right should not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so;

2 c) is reflected in Ordinances (15.4.1), in the Memorandum and Articles of the Union (11.3), in the Bye-Laws (6.2.1 and 6.11) and in the Memorandum of Understanding (3.2, 3.3 and 4).

The documents make it clear that the services of the USSU are available to all students, except where students have opted out they are not allowed to vote. Currently no students have opted-out.

- d) appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote;
- e) the governing body should satisfy themselves that the elections are fairly and properly conducted;
- f) a person should not hold sabbatical union office, or paid elected union office, for more than two years in total at the establishment;

2 d), e) and f) are reflected in Ordinances (15.4.2); in the Memorandum and Articles (33.1 and 34.5); in the Bye-Laws (24 to 32); and in the Memorandum of Understanding (5).

The Democracy Committee sits twice a year. The Committee oversees the election rules and the appointment of the Returning Officer. The University Secretary & Legal Counsel attends the Committee. Council is provided with a copy of the Union's annual election report.

- g) the financial affairs of the union should be properly conducted and appropriate arrangements should exist for the approval of the union's budget, and the monitoring of its expenditure, by the governing body;

2 g) is reflected in Ordinances (15.4.3) and in the Memorandum of Understanding.

Council has delegated the review and recommendation of the subvention and the monitoring of management accounts to the USSU Partnership Committee. Significant issues and exceptions are reported to Council. The subvention is approved by the Vice-Chancellor.

h) financial reports of the union should be published annually or more frequently and should be made available to the governing body and to all students and each such report should contain, in particular:

- i) a list of the external organisations to which the union has made donations in the period to which the report relates and
- ii) details of those donations;

The USSU's annual report and accounts is presented to the USSU Partnership Committee and to Council. It is provided to the USSU Trustees at the Annual Members Meeting and is published on the USSU website.

2 h) i) and ii) are reflected in the Memorandum of Understanding (13.2.2; 14.3.2) and in the Financial Memorandum (4.3) and in the Bye-Laws (12).

- i) the procedure for allocating resources to groups or clubs should be fair and should be set down in writing and freely accessible to all students;

The process for allocating resources is available on the USSU website.

- j) if the union decides to affiliate to an external organisation, it should publish notice of its decision stating–

- i) the name of the organisation, and
- ii) details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation,

and any such notice should be made available to the governing body and to all students;

k) where the union is affiliated to any external organisations, a report should be published annually or more frequently containing—

i) a list of the external organisations to which the union is currently affiliated, and

ii) details of subscriptions or similar fees paid, or donations made, to such organisations in the past year (or since the last report),

and such reports should be made available to the governing body and to all students;

l) there should be procedures for the review of affiliations to external organisations under which—

i) the current list of affiliations is submitted for approval by members annually or more frequently, and

ii) at such intervals of not more than a year as the governing body may determine, a requisition may be made by such proportion of members (not exceeding 5 per cent.) as the governing body may determine, that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote;

2 j) k) and l) are reflected in Ordinances (15.4.4) and in Bye-Law 12.8.

The list of affiliations is collated annually and presented at the Annual Members Meeting.

- m) there should be a complaints procedure available to all students or groups of students who—
- i) are dissatisfied in their dealings with the union, or
 - ii) claim to be unfairly disadvantaged by reason of their having exercised the right referred to in paragraph (c)(i) or (ii) above,
- which should include provision for an independent person appointed by the governing body to investigate and report on complaints;
- a) complaints should be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.
- 2 m) is reflected in the Ordinances (15.4.5); in the Memorandum and Articles (7.1) and in the Bye-Laws (49 to 55).

Council appoint the independent person and receive a copy of the findings report.

(3) The governing body of every establishment to which this Part applies shall for the purposes of this section prepare and issue, and when necessary revise, a code of practice as to the manner in which the requirements set out above are to be carried into effect in relation to any students' union for students at the establishment, setting out in relation to each of the requirements details of the arrangements made to secure its observance.

This document sets out the manner in which the requirements of the Education Act 1994 Section 2 are carried out. Council is responsible for approving this document.

(4) The governing body of every establishment to which this Part applies shall as regards any students' union for students at the establishment bring to the attention of all students, at least once a year—

- a) the code of practice currently in force under subsection (3),
- b) any restrictions imposed on the activities of the union by the law relating to charities, and
- c) where the establishment is one to which section 43 of the M1Education (No.2) Act 1986 applies (freedom of speech in universities and colleges), the provisions of that section, and of any code of practice issued under it, relevant to the activities or conduct of the union.

(5) The governing body of every establishment to which this Part applies shall bring to the attention of all students, at least once a year, and shall include in any information which is generally made available to persons considering whether to become students at the establishment—

- a) information as to the right referred to in subsection (2)(c)(i) and (ii), and
- b) details of any arrangements it has made for services of a kind which a students' union at the establishment provides for its members to be provided for students who are not members of the union.

An email including the information mentioned in 4 and 5 above is circulated to students annually at the time of the election.

The following provisions are clarifications not requirements of the governing body:-

- (6) In subsections (2), (4) and (5) the expression “all students” shall be construed as follows—

- a) in relation to an association or body which is a students' union by virtue of section 20(1), the reference is to all students at the establishment;
- b) in relation to an association or body which is a students' union by virtue of section 20(2), the reference is to all undergraduate, or all graduate, students at the establishment or to all students at the hall of residence in question, as the case may be;
- c) in relation to an association or body which is a students' union by virtue of section 20(3), the reference is to all the students who by virtue of section 20(1) or (2) are comprehended by that expression in relation to its constituent or affiliated associations or bodies.

(7) In this section the expression “members”, in relation to a representative body which is not an association, means those whom it is the purpose of the union to represent, excluding any student who has exercised the right referred to in subsection (2)(c)(ii).

(8) In subsection (2)(j) to (l) the references to affiliation to an external organisation, in relation to a students' union for students at an establishment, include any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with that establishment.

(9) Subsection (2)(d) and (l)(ii) (elections and affiliations: requirements to hold secret ballot of all members) do not apply in the case of an open or distance learning establishment, that is, an establishment where the students, or the great majority of them, are provided with materials for private study and are not required to attend the establishment to any significant extent or at all.

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