

**Bye-Laws of
University of West London Students' Union**



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

**Approved by UWLSU Trustee
Board:**

Company Limited by Guarantee and not having a Share Capital

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Bye-Law 1: Membership

1. Student Members

- 1.1. The Student Members of the Union are those defined in the Articles.
- 1.2. All Student Members shall abide by the Union Articles, Bye-Laws, Regulations and Policies.

2. Termination of Student Membership

- 2.1. Termination of Student Membership is defined in the Articles.
- 2.2. If a student wishes to exercise the right to opt-out from Student Membership, they shall inform the Students' Union in writing, who shall notify the Board of Trustees and the University of West London of the student's decision.
- 2.3. For the avoidance of doubt a student who has opted-out in one academic year will not be considered a Student Member in the next unless they opt in again.
- 2.4. A student who has opted-out may re-join as a Student Member by notifying the Students' Union of their wish to do so.
- 2.5. Students who have opted-out of Student Membership shall be entitled to use the services of the Union, subject to such Bye-Laws as may from time to time be in force, including access to Union Advice Service
- 2.6. Students who have opted out of Student Membership shall not be entitled:
 - 2.6.1. To participate in Union affairs (i.e. participate in democratic meetings, vote in elections, referenda, and other ballots, but may be elected as a course representative);
 - 2.6.2. To participate in Union Societies' decision-making processes as officers or members of Committees;
 - 2.6.3. Opting out of Student Membership does not prohibit a student from entering employment as a student staff member or support staff member of the Union.

3. Associate Members

- 3.1. In accordance with the Articles, the Trustees may establish different classes of associate membership.
- 3.2. For the avoidance of doubt any persons qualifying as an Associate Member is not a Student Member.
- 3.3. Associate Members shall be entitled to:

- 3.3.1. Use of services and facilities of the Union and subcontractors, with possible restrictions and tariffs.
 - 3.3.2. Hold associate membership of any Union student group.
 - 3.3.3. Attend Student Members' Meetings as observers.
- 3.4. The Trustees have established the following class of associate membership, which may occur a fee:
- 3.4.1. Staff Associate Membership; available to any persons employed by University of West London or UWLSU.
 - 3.4.2. Alumni Membership; available to any person who has previously been a student at the University of West London.
 - 3.4.3. Reciprocal Membership; the Union may enter into reciprocal membership arrangements with other students' unions or educational institutions, both within the United Kingdom and overseas
 - 3.4.4. Honorary Life Membership; this shall be awarded to persons agreed by the Trustee Board.
 - 3.4.5. Partner Membership; available to any students studying at providers which have entered into Academic Partnership with the University and not recognised as a current registered student.

Bye-Law 2: Complaints

1. Scope

- 1.1. In accordance with the 1994 Education Act, this is the Union's complaints procedure.
- 1.2. Student Members, Associate Members, Sabbatical Officers, and opted-out students may complain under this procedure to any Union staff member, Trustee or Sabbatical Officer.
- 1.3. Complaints from Union staff members shall not be within the scope of this procedure but may be considered under other procedures such as the Union Staff Handbook, Student Group Rules; Advice Service Manual; or within the Elections Bye-Laws and Elections Rules.
- 1.4. Complaints from University staff members or members of the public shall initially be dealt with informally by the relevant Union staff member, Sabbatical Officer or Trustee, and may be formally considered by the Union Leadership Team or any other committee that the Trustee Board deem to be appropriate, but are not required to otherwise follow this procedure.
- 1.5. Complaints will be considered under this procedure when they relate to:
 - 1.5.1. dissatisfaction with the Union's operations or services;
 - 1.5.2. conduct of another member contradictory to the UWLSU Student Code of Conduct;
 - 1.5.3. conduct of a trustee including Sabbatical Officers contradictory to the Trustee Code of Conduct and Sabbatical Officer Code of Conduct.

or any other issues which cannot be dealt with under alternative procedures, provided that the complaint is within the Union's jurisdiction to act.

- 1.6. A complaint shall not be considered under this procedure if:
 - 1.6.1. it is not within the Union's jurisdiction to act, in that it is not relevant to Union activity, operations or services and does not affect the membership rights and privileges of the complainant as set out in the Articles and the Membership bye-laws; or
 - 1.6.2. it would be more appropriately considered under an alternative procedure.

2. Referral

- 2.1. At any stage of this procedure, it may become evident that referral to an alternative procedure is the most appropriate outcome. In such circumstances the student should be advised that this is the case at the earliest opportunity.
- 2.2. If it becomes evident that an alternative procedure is more appropriate at an informal stage, in particular when the complaint is initially received informally, members should be referred to the more appropriate procedure and members have the right to decide whether to proceed under the alternative procedure.
- 2.3. If it becomes evident that an alternative procedure is more appropriate at a formal stage, then the person handling the formal complaint shall notify the member that they will refer the complaint to the alternative procedure.
- 2.4. More appropriate procedures may include but are not limited to:

- 2.4.1. the Student Disciplinary Procedure Bye-Law for major breaches of the UWLSU Student Code of Conduct;
 - 2.4.2. the Trustee Disciplinary Procedure Bye-Law for major breaches of the Trustee Code of Conduct;
 - 2.4.3. the democratic processes for removal of trustees and Sabbatical Officers set out in the Articles and Bye-Laws for complaints about the performance and conduct of Trustees and elected Sabbatical Officers;
 - 2.4.4. the Student Group Rules for complaints about the conduct of student group committee members or conduct of members at Student Group activities;
 - 2.4.5. the Elections Bye-Law and Elections Rules for complaints about elections;
 - 2.4.6. the Union Staff Handbook or Union Student Staff Handbook for complaints about Union staff members and the conduct of Union staff members;
 - 2.4.7. the University complaints procedures for complaints relating to the University;
 - 2.4.8. the Advice Service Office Manual for complaints relating to the advice service;
 - 2.4.9. the Union Leadership Team or Trustee Board if appropriate.
- 2.5. The person handling the complaint, at either a formal or an informal stage, may seek advice from their manager or a member of the Union Leadership Team to ensure they are able to refer the complaint appropriately, but must be mindful to respect the confidentiality of the member making the complaint.
- 2.6. Decisions on referrals should ordinarily be decided within 5 working days of the complaint being received

3. Informal Stage

- 3.1. Complaints may be initially made informally to any Union staff member, Trustee or Sabbatical Officer, who will decide the appropriate course of action which will usually include one or more of the following:
- 3.1.1. attempt to resolve the complaint informally themselves; or
 - 3.1.2. advise the member to ask a more appropriate person to resolve the complaint informally, and who that person might be; or
 - 3.1.3. advise the member to escalate the complaint to a formal stage if the complaint is deemed too serious to resolve informally; or
 - 3.1.4. refer the member to a more appropriate procedure; or
 - 3.1.5. advise the member(s) to seek support from the Union Advice Service.
- 3.2. In the instance of any safeguarding or duty of care concerns, they will immediately inform a nominated Safeguarding Lead and follow UWLSU Safeguarding processes.
- 3.3. Informal attempts to resolve complaints could include mediation, conflict resolution, an apology, an appropriate refund/reimbursement, or any other informal action designed to resolve the complaint.
- 3.4. If a member has a complaint which they feel they can take up informally, without raising a formal complaint using this procedure, with a view to its being resolved quickly, they are encouraged to do so.
- 3.5. If, for any reason, a member feels unable to make a complaint informally as referred to above, or they are dissatisfied with the progress or outcome of making a complaint informally, they may make a formal complaint.
- 3.6. If a member feels unable to seek advice from an individual, because their complaint relates to or concerns that individual, or for any other reason, they should seek advice from the Chief Executive or another member of the Union Leadership Team.

4. Formal Stage

- 4.1. If a member wishes to raise a formal complaint, they should do so by emailing the Union President, or, if the complaint relates to or concerns the President, by emailing one of the Vice Presidents. Please note, for the purposes of the following provisions, if a member's complaint relates to or concerns the Union President, all references to "the President" should be read as references to "the Vice President."
- 4.2. Statements of formal complaints should include:
 - 4.2.1. the nature of the complaint;
 - 4.2.2. details of the circumstances in which it has arisen;
 - 4.2.3. details of any steps taken so far to have the complaint dealt with; and
 - 4.2.4. details of the steps the member considers should be taken to deal with the complaint.
- 4.3. The Member should also attach to their e-mail or otherwise clearly identify any documents or supporting evidence they wish to be considered in the consideration of their complaint.
- 4.4. The President will consider requests for confidentiality in dealing with a complaint but an anonymous complaint or anonymous contributions cannot be considered. If a member wishes to submit a complaint anonymously, The President will advise that they can utilise another service such as UWL's Report and Support.
- 4.5. The President may deal with the complaint as they consider appropriate in all the circumstances. On receipt of a complaint, the President will respond to the Member within 10 working days setting out how complaint will be considered.
- 4.6. The complaint will be considered in one or a combination of the following ways as appropriate:
 - 4.6.1. the President may investigate the complaint themselves; or
 - 4.6.2. may refer the complaint for investigation to another individual on their behalf; or
 - 4.6.3. may refer the matter to be dealt with under other Union procedures.
- 4.7. Should the President refer a complaint to another individual on their behalf, the President will be expected to inform the complainant of the details of this referral with a rationale. The complainant can at any time, request that the referral is revoked and for the President to investigate.
- 4.8. Where a complaint is in relation to more serious breaches of the UWLSU Student Code of Conduct such as individual bullying, harassment or violence, the President will usually refer the complaint to the Student Disciplinary Procedure Bye-Law.
- 4.9. During any investigation of the complaint the President or nominee may, invite the member to a meeting with them and/or other specified individuals to discuss the member's complaint.
- 4.10. If the matter has not been referred to be dealt with under any other Union procedure as referred to above, the President or nominee will take a decision in relation to the complaint and notify the member by email of such decision by no later than 20 working days of the complaint being received, or by such later reasonable time notified to the member.
- 4.11. Upon reaching a decision, the President or nominee may:

4.11.1. Uphold the complaint, resulting in:

- 4.11.1.1. A formal apology on behalf of UWLSU or any associated staff member;
- 4.11.1.2. Communication of actions taken by UWLSU or any associated staff member;
- 4.11.1.3. A referral to the Member Disciplinary Procedures
- 4.11.1.4. A referral to any other appropriate procedures

4.11.2. Not uphold the complaint, due to:

- 4.11.2.1. Insufficient evidence;
- 4.11.2.2. Judgement of the complaint to be inaccurate or incorrect;
- 4.11.2.3. Judgement of the complaint to be in contradiction to Union policies, processes or values;
- 4.11.2.4. Judgement that the complaint should sit in another, more appropriate procedure.

- 4.12. If the member is dissatisfied with the President's decision in relation to their complaint, they may apply for a review of the decision by a reviewer in accordance with the procedure set out below.

5. Complaint Review

- 5.1. If a member is dissatisfied with the decision relating to their complaint, they may apply within 10 working days of the decision being communicated for a review of that decision.
- 5.2. A request for a review should be sent by email to the Deputy Chair of the Board of Trustees headed Request for Review of Complaint Decision and should set out:
- 5.2.1. details of the original complaint;
 - 5.2.2. details of the complaint decision; and
 - 5.2.3. details of why the member considers the decision should be reviewed.
- 5.3. The Member should also attach to their e-mail or otherwise clearly identify any documents they asked to be considered in relation to their complaint and any further documents or supporting evidence they consider relevant to the review.
- 5.4. As soon as practicable after a request for review, the Deputy Chair of the Board of Trustees may nominate another Trustee who is not a Sabbatical Officer, to review the complaint. This person must have had no significant involvement in investigating the initial complaint.
- 5.5. The reviewer may invite the member to attend a part of their meeting to discuss their request for a review.
- 5.6. In considering the request, the reviewer will review all aspects of the complaint and the process by which it has been dealt with and may decide to uphold or vary the complaint decision on such terms as they consider appropriate.
- 5.7. Should the decision of the reviewer contrast with the original outcome of the complaint, they may decide to impose a new investigation, reverse any outcomes, or redirect the members' complaint to another process.

- 5.8. The decision of the reviewer will be notified to the member by the reviewer by e-mail within 10 working days of the review taking place (or within a later, reasonable period notified to the member). The reviewer's decision will be final for the purposes of all Union Procedures.

6. Complaints principles

- 6.1. Anonymous complaints and contributions cannot be considered within these Bye-Laws, however students may be referred to other appropriate procedures such as UWL's Report and Support.
- 6.2. Students may be accompanied by, another UWL student at an investigation meeting. Alternatively, students are entitled to advisory support with informal or formal complaints under this procedure from the Union Advice Service, if conflicts of interest and the general provision of advisory support to the member is managed in line with Advice Service Manual
- 6.3. Under no circumstances may any members be accompanied by, or represented by, any other persons including external legal advisors, and contributions from such persons cannot be considered. Meetings and communications under this procedure, including at an informal stage, will only involve the appropriate participants and will not proceed otherwise.
- 6.4. Members may at any time withdraw their complaint or decline referral to an alternative procedure. However, if the complaint causes safeguarding or duty or care concerns, or significant legal or reputation risk for the Union, appropriate action may be taken by the relevant Union staff member, Sabbatical Officer or Trustee which could compromise the confidentiality of the member. In such circumstances, a member will be advised that their confidentiality will be breached and the reasons why.
- 6.5. The person dealing with a complaint shall be empowered to request appropriate additional information from any relevant parties to assist in the investigation without compromising GDPR or confidentiality procedures.
- 6.6. Decisions made and the reasons for such decisions shall be communicated in a reasonable and timely manner to members.

Bye-Law 3: Member Code of Conduct

1. Scope

- 1.1. The Code of Conduct applies to the following categories of membership who will in this bye-law be referred to as 'members':
 - 1.1.1. Student Members
 - 1.1.2. Associate Members
 - 1.1.3. Opted-out students
 - 1.1.4. Sabbatical Officers

2. Policy

- 2.1. members are expected to conduct themselves according to the guidelines laid out in the following University and Students' Union documents:
 - 2.1.1. The University Student Code of Conduct;
 - 2.1.2. The Union Student Group Rules relating to student groups;
 - 2.1.3. The Union Advice Service Manual for students in the Advice Service;
 - 2.1.4. The Union Elections Bye-Laws and Elections Rules;
 - 2.1.5. The Union's Articles and Bye-Laws; and in particular;
 - 2.1.6. The expectations set out in this bye-law.

3. Geographical Limits of Jurisdiction

- 3.1. This bye-law covers activities, services, events and programmes in all buildings and premises managed by the Students' Union. In addition, the Policy may be invoked for activities, services, events, and programmes off Union premises and outside of Union activities.
- 3.2. the following list gives examples where the Policy may be additionally applied, but should not be considered exhaustive:
 - 3.2.1. car parks managed by the Union;
 - 3.2.2. sports fields/grounds managed or hired by the Union;
 - 3.2.3. sporting events held at other colleges or universities involving members of the Union;
 - 3.2.4. sports tours involving members of the Union;
 - 3.2.5. trips in this country and abroad arranged by the Union;
 - 3.2.6. entertainment/balls held off campus by the Union or affiliated student groups;
 - 3.2.7. Student group events held off campus;
 - 3.2.8. circumstances where members' rights and privileges as set out in the Code of Practice are affected which may include events and activities not hosted by the Union.

4. Guests to this policy

- 4.1. Guests are the responsibility of the introducing member and are not subject to disciplinary procedures but may be addressed with via agreed sanctions in force at that time.
- 4.2. In the event of a guest causing damage to property or breaching this code of conduct, the introducing member may bear responsibility for their guests' actions.

- 4.3. If a disciplinary hearing is necessary, the introducing member may be the accountable party.

5. Disciplinary action

- 5.1. The Member Disciplinary Procedures in force at the time shall be invoked following a breach of the Code of Conduct.
- 5.2. Multiple or repeated incidents of misconduct may be more serious than a single act of misconduct and previous findings will be considered when determining what sanction should be imposed.
- 5.3. The Students' Union reserves the right to request the University to take additional disciplinary action where necessary.

6. Abuse: Violence, discrimination and harassment

- 6.1. All students and staff have the right to live, study, work and relax in an environment where they are free from any form of sexual violence, physical violence, verbal or emotional abuse, discrimination, harassment or victimisation,
- 6.2. No student or staff member should be subject to any forms of abuse set out in 6.1. The Union endeavours to take prompt and serious action where necessary to ensure all students and staff can enjoy the university life
- 6.3. The Union holds the right to investigate any perceived forms of abuse by members, inconsiderate of whether the accused member(s) disagree that their conduct constitutes abuse.

7. Behaviour towards others

- 7.1. You should treat all Union and University staff, students and visitors with courtesy and respect.
- 7.2. You should respect other members' basic rights to work and live in a safe, secure environment, free from anxiety, fear, intimidation, and harassment, with respect towards their personal boundaries
- 7.3. You should not bully, discriminate, or harass anyone on the basis of their age, disability, gender re-assignment, marital status, pregnancy, race, religion or belief, sex or sexual orientation.
- 7.4. You should not exert personally abusive, threatening, or violent behaviour either in person or through the use of email, texts, messaging services or social media.

8. Safety and Security

- 8.1. The Union owes a duty of care to its members and staff and, as far as is reasonably practical, seeks to ensure that the Union is a safe place in which all members can participate. Members are required to comply with reasonable instructions from any member of staff and to observe the safety and security regulations of the University and Union.
- 8.2. You should ensure that you do not take any action that endangers yourself or others.
- 8.3. You should comply promptly with any requests in the event of an emergency.

9. Care of property

- 9.1. You should treat University and Union property, equipment and other materials and the property of others with care and respect.
- 9.2. You must abide by the University and Union policies regarding food and drink where this is signposted
- 9.3. You should take care of your own property and not leave valuables unattended.

10. Smoking, drugs and alcohol

- 10.1. Smoking and vaping are prohibited inside any building operated by the Union (including the Bar, corridors, foyers, toilets, and entrances etc.). You should make sure that you do not smoke in any outdoor areas where it is clearly designated
- 10.2. You must not take or supply illegal drugs.
- 10.3. You may only drink alcohol supplied by the Union or University on campus at organised functions or in the Union bar.
- 10.4. Any member causing a nuisance or engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be requested to leave the premises and disciplinary action may be taken against them.

11. Additional unacceptable behaviour

- 11.1. Disciplinary procedures may be invoked if it is alleged that a student has committed additional acts of unacceptable behaviour or misconduct, examples of which may include but are not limited to the following:
 - 11.1.1. sexual violence, abuse, or harassment; including stalking or following of members inside or outside of campus;
 - 11.1.2. racist activity, inciting racial hatred or actively promoting racism;
 - 11.1.3. damage to Union property or the property of any student or member of staff;
 - 11.1.4. any action likely to cause injury to any person or impairing the safety of the premises; including fighting on Union premises or during Union activity;
 - 11.1.5. conduct that interferes with the academic or administrative activities of the University, such as disruption of teaching, research, examinations, working of staff and other campus services;
 - 11.1.6. falsification or misuse of personal records including in elections or student group eligibility checks;
 - 11.1.7. misappropriation or misuse of Union funds or assets or those of others;
 - 11.1.8. false pretense or impersonation of others within or without the Union;
 - 11.1.9. offering, promising, giving, receiving, or soliciting a financial, academic or other advantage or favour as a means to influencing the actions of others;
 - 11.1.10. conduct, either on or off campus, which brings the Union or University into disrepute.

12. ID cards

- 12.1. Members are expected to always carry their university identification card and produce it

when entering the Students' Union's buildings, and on request by a member of Students' Union staff, a Sabbatical Officer, Trustee or an outside security firm employed by the Students' Union or the University.

Bye Law 4: Member Disciplinary Procedures

1. Scope

- 1.1. Alleged breaches of the Member Code of Conduct Bye-Law by Student Members, Associate Members and Opted-out students shall be considered under this bye-law, as well as any other circumstances deemed appropriate by the President or nominee, Chief Executive, Union Leadership Team, or Trustee Board.
- 1.2. Items not considered under this bye-law may include:
 - 1.2.1. Breaches of the Trustee Code of Conduct Bye-Law;
 - 1.2.2. Breaches of the Sabbatical Officer Code of Conduct Bye-Law
 - 1.2.3. Breaches of the Student Group Rules;
 - 1.2.4. Breaches of the Election Rules
 - 1.2.5. Breaches of the Union Staff Handbook or Union Student Staff Handbook
 - 1.2.6. Democratic procedures such as votes of no confidence or votes to remove trustees and Sabbatical Officers as outlined in the Articles and Bye-Laws;
 - 1.2.7. Complaints relating to the University;
 - 1.2.8. Circumstances leading to withdrawal of advice services as outlined in the Advice Service Office Manual;
 - 1.2.9. Any issue outside of the Union's jurisdiction to act, in that it is not relevant to Union activity, operations or services and does not affect the membership rights and privileges of the complainant as set out in the Articles and the Membership bye-laws; and
 - 1.2.10. Any other issue which would be more appropriately considered under an alternative procedure.
- 1.3. It may be necessary to consider matters under this procedure in addition to alternative procedures.
- 1.4. The procedures in this bye-law may be activated by:
 - 1.4.1. a complaint referred to these procedures by the President or nominee, Chief Executive, Union Leadership Team or Trustee Board to the Chief Executive or nominee;
 - 1.4.2. an incident report referred to these procedures by the President or nominee, Chief Executive, Union Leadership Team, Compliance Group or Trustee Board to the Chief Executive or nominee;
 - 1.4.3. a decision to refer an issue to these procedures by the President or nominee, Chief Executive, Union Leadership Team or Trustee Board to the Chief Executive or nominee.
- 1.5. Written notice of a referral to these procedures will be made in writing to the member(s) at the earliest opportunity by the Chief Executive or nominee, outlining the reasons why the referral has been made (including a brief outline of the allegations made - note this will not be anonymous) and explaining that they will receive written communication from the Chair of the Disciplinary Panel or nominee within 5 working days.
- 1.6. The Chief Executive or nominee will outline the process of the Disciplinary Procedure and advise the member(s) that they can seek support on the process from the Advice Service, provided that such advice aligns with the processes in the Advice Service Manual and that there are no conflicts of interest involved.
- 1.7. The UWLSU Advice service can support members with understanding the Disciplinary Procedures; writing statements; collating evidence; collecting witness statements; and

preparing for the Disciplinary Panel with regards to conduct. The Union Advice Service cannot attend the panel with members given that the investigation is conducted by other Union staff, and this presents dynamics and conflicts of interest concerns.

- 1.8. The Chief Executive or nominee will ensure that there is sufficient information available to warrant an investigation to take place before the member(s) concerned given notice about the Disciplinary process.

2. Disciplinary Panel Membership

- 2.1. The membership of a Disciplinary Panel shall be established by the Chief Executive in consultation with the Union Leadership Team and shall include:
 - 2.1.1. The Chief Executive or nominee who shall act as Chair.
 - 2.1.2. One staff member of the Union who holds a position of a manager or higher
 - 2.1.3. One Sabbatical Officer. If conflicts of interest prevent all Sabbatical Officers from participating, the Disciplinary Panel shall proceed with an additional Union staff member who holds the position of Manager or higher.
- 2.2. No member of the panel shall have been involved with the matter under consideration or have any conflicts of interest with the member(s) involved.
- 2.3. Where possible, the Union will strive to establish a the Disciplinary Panel that is diverse and where relevant, ensure that the member(s) lived experiences and cultures are appropriately reflected.

3. Investigation Lead and Secretary

- 3.1. The Chair of the Disciplinary Panel shall nominate a relevant Union Staff Member who must hold a position of manager or higher, to be both the Investigation Lead and Secretary. As long as there are no conflicts of interest, this will usually be a manager.
- 3.2. The Investigation Lead responsibilities include:
 - 3.2.1. collecting evidence and statements in relation to the issue in question; in particular from any complainant(s)
 - 3.2.2. circulating their summary investigation report to the Disciplinary Panel and member(s) at least 10 working days in advance of the hearing;
 - 3.2.3. presenting their summary findings and recommendations to the Disciplinary Panel Hearing;
 - 3.2.4. undertaking any other investigatory activities required by the Chair.
- 3.3. Such recommendations to the panel will be limited to the validity of any allegations, the likelihood of any claimed course of events, and any other information which will help the Panel decide against the balance of probability whether the allegations are true.
- 3.4. Such recommendations to the panel shall not extend to punishments or sanctions.
- 3.5. Investigations should last no longer than 10 working days without good reason and agreement from the Chair of the Disciplinary Panel. Investigations that take beyond 10 working days must be communicated to the Chair of the Disciplinary Panel and to member(s) involved.
- 3.6. The Secretary responsibilities include shall be responsible for:

- 3.6.1. arranging the hearing time, date, and location, within 3 working days of the conclusion of the Investigation report; and giving member(s) 5 working days notice
 - 3.6.2. liaising with attendees to support their attendance at the hearing, including any required access needs;
 - 3.6.3. Informing the member(s) of the process for the Disciplinary and advising them to prepare a written statement and collate any witness or supporting evidence;
 - 3.6.4. taking minutes of the meeting and circulating them to the Disciplinary Panel Members;
 - 3.6.5. storing the minutes securely;
 - 3.6.6. undertaking any other administrative activities required by the Chair.
- 3.7. The Union staff member responsible for the Investigation and Secretary duties shall not participate in questioning or decision-making discussions. They can, within their roles, provide clarity or explanations specifically and only relating to context relevant to the Disciplinary matters.
- 3.8. Should member(s) or any panel members require more time to prepare for the Disciplinary Panel Hearing, they must communicate and request this to the Disciplinary Panel Chair with their reasons. The Disciplinary Panel Chair holds the right to accept or deny requests, and this is final.

4. Disciplinary Panel Hearing

- 4.1. The Panel shall operate in accordance with the following procedure:
- 4.1.1. The Panel shall meet with the Investigation Lead prior to the hearing. The Investigation Lead will present a brief summary of their findings and the panel can question them.
 - 4.1.2. The Panel shall then call the member(s) into the hearing and introduce themselves.
 - 4.1.3. The Chair shall outline the procedure.
 - 4.1.4. The member(s) shall present their statement and any witness or supporting evidence.
 - 4.1.5. The panel shall have the opportunity to question them and engage in
 - 4.1.6. The member(s) shall be given the opportunity to make a final statement.
 - 4.1.7. The member(s) will leave, and the panel will decide on the outcome. They may call the Investigation Lead back into the hearing if required.
 - 4.1.8. The chair will close the hearing and write to member(s) within 3 working days outlining the decision, the reasons for the decision, and their right to appeal. The member(s) will receive the minutes from the hearing within another three working days following the communication of the decision.
- 4.2. It shall be the responsibility of the member(s) to make arrangements for the attendance of somebody to support them in line with this bye-law.
- 4.3. Any written statements, evidence, and witness statements can be supplied in advance or shared at the start of the hearing.
- 4.4. If the member(s) fail to attend the hearing, the Disciplinary Panel may, with the agreement of all panel members, rearrange the hearing. Alternatively, the panel may proceed to consider the complaint in their absence.
- 4.5. Disciplinary Panels shall have the power to:
- 4.5.1. Dismiss allegations.
 - 4.5.2. Issue a verbal or written warning.
 - 4.5.3. Request a verbal or written apology.

- 4.5.4. Exclude any persons from the Union premises permanently or for a specified time.
- 4.5.5. Exclude any persons from Union activities or services permanently or for a specified time.
- 4.5.6. Revoke membership of the Union or any student group permanently or for a specified time.
- 4.5.7. Revoke any privilege, benefit or entitlement created under the Articles and bye-laws permanently or for a specified time.
- 4.5.8. Refer the matter to the University for further disciplinary action or the police for investigation.
- 4.5.9. Refer the matter to any other committee or procedure for further action.
- 4.5.10. Issue any combinations of the above

5. Disciplinary Appeal Panels

- 5.1. The member(s) may appeal against the decision of the Disciplinary Panel within 10 working days on the following grounds:
 - 5.1.1. There was procedural impropriety in the original hearing;
 - 5.1.2. The decision of the panel was irrational or disproportionate;
 - 5.1.3. New and relevant evidence, not known at the time of the hearing, has been discovered or brought forward.
- 5.2. Notice of appeal, specifying on which of the above grounds the appeal is made, should be given in writing to the Chair of the Panel within ten days of notification of the panel decision.
- 5.3. The Chair of the Panel will refer the appeal to the Disciplinary Appeal Panel within 3 working days of receiving the appeal from member(s)
- 5.4. No member of the panel shall have been involved with the matter under consideration.
- 5.5. A Disciplinary Appeals Panel shall comprise of one External Trustee of the Union and one member of the Union Leadership Team. The Disciplinary Appeals Panel has the power to consider the appeal only based on the grounds stated in 5.1. The disciplinary panel may:
 - 5.5.1. Overturn all or part of the decision of the Disciplinary Panel.
 - 5.5.2. Uphold the decision of the Disciplinary Panel.
- 5.6. The Disciplinary Appeals Panel shall review the Investigation in full, including all statements, evidence, minutes from the hearing, and any new evidence as per 5.1.3
- 5.7. The Disciplinary Appeals Panel may request that the member(s) attend an additional meeting to request further information, clarity or ask questions.
- 5.8. The member(s) shall be given written notification of the Panel's decision within 10 working days from the initial referral.
- 5.9. The decision of the Appeals Panel shall be final.
- 5.10. The same rights and responsibilities as the original panel shall apply to the Appeal Panel.

6. Timeline for Member Disciplinary Procedure

Step 1: Activating the procedure

- 6.1. The procedure will be activated by a written referral to the Chief Executive or nominee as outlined in 1.3.
- 6.2. If there is sufficient evidence to warrant a Disciplinary Panel, move to 6.3. If there is not sufficient evidence, the Chief Executive or nominee can request further information or appoint an Investigations Lead early to determine this. This should not ordinarily take longer than ten working days to determine whether a Disciplinary Panel and communication with member(s) is necessary.

Step 2: Establishing the Disciplinary Panel and Notification to Member(s)

- 6.3. Concluding Step 1:
 - 6.3.1. the Chair of the Disciplinary Panel (Chief Executive or nominee) shall establish the Disciplinary Panel in consultation with the Union Leadership Team, in line with section 2.
 - 6.3.2. the Chair shall establish a Union staff member as the Investigation Lead and Secretary to the Panel as outlined in section 3
 - 6.3.3. the Chair or nominee shall send written communication to the member(s).
- 6.4. This written communication will outline:
 - 6.4.1. an outline summary of the allegations against them, which may not be treated anonymously;
 - 6.4.2. what decisions the Disciplinary Panel is empowered to make;
 - 6.4.3. The composition of the panel
 - 6.4.4. the anticipated timeline and approach for that investigation;
 - 6.4.5. if the Chair deems suspension pending investigation necessary to aid the investigation, the reasons, and terms of such a suspension;
 - 6.4.6. the next steps and any other relevant information, including the Investigation timeframe

Step 3: Investigation

- 6.5. The Investigation Lead shall carry out their responsibilities in line with section 3, which usually takes no longer than 10 working days.
- 6.6. When the investigation is concluded, the Investigation Lead informs the Chair and sends them the summary investigation report

Step 4: Arranging the Panel Hearing

- 6.7. within three working days of the conclusion of the investigation, the Chair or nominee shall agree the time, date and location of the Panel Hearing and the Secretary shall write to the member(s) with at least five working days' notice to advise them:
 - 6.7.1. of the time, date and location of the Panel Hearing;
 - 6.7.2. that they can produce written statements, witness statements and any supporting evidence that can be submitted prior to the hearing or presented during,
 - 6.7.3. What support they can get in line with this bye-law;
- 6.8. This written communication must include the summary investigation report from the Investigation Lead.

Step 5: Panel Hearing

- 6.9. The Panel Hearing takes place in line with section 4.

Step 6: Appeal (if required)

- 6.10. The Appeal Panel takes place if required in line with section 5.

7. Member Disciplinary Procedure Principles

- 7.1. Anonymous complaints and contributions cannot be considered.
- 7.2. Students may be accompanied by another UWL student at the Panel Hearing.
- 7.3. Under no circumstances may any members be accompanied by, or represented by, any other persons including external legal advisors, and contributions from such persons cannot be considered. Meetings and communications under this procedure, including at an informal stage, will only involve the appropriate participants and will not proceed otherwise.
- 7.4. Complainants may at any time withdraw their complaint or decline referral to an alternative procedure. However, if the complaint causes safeguarding or duty or care concerns, or significant legal or reputation risk for the Union, appropriate action will be taken by the relevant Union staff member, Sabbatical Officer or Trustee which could compromise the confidentiality of the member. In such circumstances, a member will be advised that their confidentiality will be breached and the reasons why.
- 7.5. The Investigation Lead and the Panel shall be empowered to request appropriate additional information from any relevant parties to assist in the investigation.
- 7.6. The minutes of proceedings shall be confidential to Panel members and member(s). The decision of Panels may be published in such way as the Board of Trustees determine.
- 7.7. Should the requisite number of trustees not be available the board may delegate this function to individuals with appropriate sector knowledge who are members of the University Community. This may include staff members or Trustees from other students' unions.
- 7.8. A record of proceedings and the decision of the Panel shall be recorded by the Secretary, Minutes shall be available to the member(s) on request and shall be sent within 10 working days of the request being communicated to the panel Chair.
- 7.9. The decision of the Disciplinary Panel shall be deemed upheld until the outcome of the Disciplinary Appeal panel is resolved.
- 7.10. If any member breaches the terms of any exclusion from premises, services or activities of the Union, the Chair of the Disciplinary Panel shall be empowered to:
- 7.10.1. Extend the exclusion for a period not exceeding the full length of the original exclusion; or
 - 7.10.2. Refer the matter to the University for consideration under the University Discipline Regulations.

7.11. The investigation and the Panel are not legal proceedings and should be conducted appropriately.

8. Precautionary action and suspension

8.1. Where a member is being investigated under this bye-law, they or other members involved may be suspended as a precautionary measure if it is considered that it is necessary to protect the member, the integrity of the investigation and or other members from harm. Precautionary action will be reasonable and proportionate and may include:

8.1.1. imposing conditions on any members (for example, requiring them not to contact any other members and/or certain witnesses);

8.1.2. suspending a member from participating in Union activities or services, such as student groups and events;

8.1.3. excluding a member (for example, prohibiting a member from entering Union premises).

8.2. These actions are a precautionary measure only. It is not a penalty or sanction and does not indicate that the Union has concluded that the accused member has committed a breach of the Member Code of Conduct. Any precautionary actions taken will be reviewed on a regular basis.

8.3. Where precautionary actions are taken, the member has no right of appeal.

Bye-Law 5: Trustee and Sabbatical Officer Code of Conduct

I will respect and uphold the values of the University of West London Students' Union (the Union).

1. General

- 1.1. Trustees and Sabbatical Officers will act within the governing document of the Union and the law and abide by the policies and procedures of the organisation. This includes the Memorandum and Articles of Association, Bye-Laws and relevant policies and procedures.
- 1.2. Trustees and Sabbatical Officers will support the objects and mission of the Union, championing it, using any skills or knowledge to further that mission and seeking expert advice where appropriate.
- 1.3. Trustees and Sabbatical Officers will be active trustees, making skills, experience and knowledge available to the Union and seeking to do additional work outside trustee meetings, including sitting on sub-committees.
- 1.4. Trustees and Sabbatical Officers will respect organisational, board and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- 1.5. Trustees and Sabbatical Officers will develop and maintain a sound and up-to-date knowledge of the Union and its environment. This will include an understanding of how the Union operates, the social, political, and economic environment in which it operates and the nature and extent of its work.
- 1.6. Trustees and Sabbatical Officers will use the Union's resources responsibly, and when claiming expenses will do so in line with the Union procedures.
- 1.7. Trustees and Sabbatical Officers will seek to be accountable for my actions as a trustee of the Union and will submit to whatever scrutiny is appropriate.
- 1.8. Trustees and Sabbatical Officers accept my responsibility to ensure that the Union is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.
- 1.9. Trustees and Sabbatical Officers will lead by example in line with the Member Code of Conduct.

2. Managing Interests

- 2.1. Trustees and Sabbatical Officers will not gain materially or financially from my involvement with the Union unless specifically authorised to do so.
- 2.2. Trustees and Sabbatical Officers will act in the best interests of the Union as a whole, and not as a representative of any group – considering what is best for the Union and its present and future beneficiaries and avoiding bringing the Union into disrepute.
- 2.3. Unless authorised, Trustees and Sabbatical Officers will not put myself in a position where personal interests conflict with my duty to act in the interests of the organisation. Where there is a conflict of interest Trustees and Sabbatical Officers will ensure that this is managed effectively in line with the Union policy. Trustees and Sabbatical Officers understand that a failure to declare a conflict of interest may be a breach of this code.

3. Meetings

- 3.1. Trustees and Sabbatical Officers will attend all appropriate meetings and other appointments at the Union or make apologies. If Trustees and Sabbatical Officers cannot regularly attend meetings, they will consider whether there are other ways I can engage with the Union.
- 3.2. Trustees and Sabbatical Officers will prepare fully for all meetings and work for the organisation. This will include reading papers, querying anything they do not understand, thinking through issues before meetings and completing any tasks assigned to in the agreed time.
- 3.3. Trustees and Sabbatical Officers will actively engage in discussion, debate and voting in meetings; contributing in a considered and constructive way, listening carefully, challenging sensitively and avoiding conflict. Trustees and Sabbatical Officers will participate in collective decision making, accept a majority decision of the board and will not act individually unless specifically authorised to do so.

4. Governance

- 4.1. Trustees and Sabbatical Officers will actively contribute towards improving the governance of the trustee board, participating in induction and training and sharing ideas for improvement with the board.
- 4.2. Trustees and Sabbatical Officers will help to identify good candidates for trusteeship at the Union and, with fellow trustees, will appoint new trustees in accordance with agreed selection criteria.

5. Relationships with Others

- 5.1. Trustees and Sabbatical Officers will endeavour to work considerately and respectfully with all those that they come into contact with at the Union. Trustees and Sabbatical Officers will respect diversity, distinct roles and boundaries, and avoid giving offence.
- 5.2. Trustees and Sabbatical Officers recognise that the roles of trustees, volunteers and staff of the Union are different, and Trustees and Sabbatical Officers will seek to understand and respect the difference between these roles. Where Trustees and Sabbatical Officers also volunteer with the organisation, they will maintain the separation of their role as a trustee and as a volunteer.
- 5.3. Trustees and Sabbatical Officers will seek to support and encourage all those they come into contact with at the Union. Trustees and Sabbatical Officers recognise their responsibility to support the chair and the senior staff members.
- 5.4. Trustees and Sabbatical Officers will not make public comments about the organisation unless authorised to do so. Any public comments they make about the Union will be considered and in line with organisational policy, whether as an individual or as a trustee.

6. Leaving the Board

- 6.1. Trustees and Sabbatical Officers understand that a substantial breach of any part of this code may result in procedures being put in motion that may result in them being asked to resign from the trustee board. Should this happen, Trustees and Sabbatical Officers will be given the opportunity to be heard.

6.2. In the event that Trustees and Sabbatical Officers are asked to resign from the board they will accept the majority decision of the board in this matter and resign at the earliest opportunity.

6.3. If Trustees and Sabbatical Officers wish to cease being a trustee of the Union at any time, they will inform the chair in advance in writing, stating their reasons for leaving.

7. Nolan Principles

7.1. Trustees and Sabbatical Officers will conduct themselves in line with the Nolan Principles.

The seven ethical Nolan principles are:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Selflessness

Trustees and Sabbatical Officers will act solely in the best interests of the students of UWL. Trustees and Sabbatical Officers will not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Trustees and Sabbatical Officers will not place themselves under any financial or other obligation to non-students or organisations that might seek to influence them in the performance of my official duties.

Objectivity

In conducting their roles, including the appointment of other students, awarding contracts or recommending individuals for rewards or awards, Trustees and Sabbatical Officers will make decisions on merit.

Accountability

Trustees and Sabbatical Officers are accountable to students and the Board for decisions and actions and will submit themselves to whatever level of democratic scrutiny is appropriate to their office.

Openness

Trustees and Sabbatical Officers will be as open as possible about all the decisions and actions that they take. Trustees and Sabbatical Officers will be able to give reasons for their decisions and restrict information only when the wider collective interest of the students of UWL clearly demands it.

Honesty

Trustees and Sabbatical Officers have a duty to declare any private interests relating to their duties and to take steps to resolve conflicts arising in a way that protects the collective interests of the students of UWL.

Leadership

Trustees and Sabbatical Officers will promote and support these principles by leadership and example.

8. Professional Standards

- 8.1. In keeping with most professional bodies, or standards required of staff or volunteers through the charity sector, the following behaviours whilst performing official duties will be considered unprofessional under most circumstances:
- 8.1.1. Heavy alcohol or other substance abuse,
 - 8.1.2. Theft, fraud, or any other crime regulated by the laws of England & Wales,
 - 8.1.3. Bullying or Anti-Social behaviours which go beyond mere differences of opinion,
 - 8.1.4. Being found at fault as the outcome of a complaint without any evidence of remorse or a genuine attempt to apologise for the behaviour which led to the complaint,
 - 8.1.5. Being in violation of the ethical principles given above.
 - 8.1.6. 'Official Duties' includes anything said on social media whilst performing a role or referring to a performed role.

Bye-Law 6: Trustee and Sabbatical Officer Disciplinary Procedure

1. Scope

- 1.1. Alleged breaches of the Trustee and Sabbatical Officer Code of Conduct Bye-Law by Trustees and Sabbatical Officers shall be considered under this bye-law, as well as any other circumstances deemed appropriate by the Trustee Board.
- 1.2. Where members of the Union wish to further action against Trustee or Sabbatical Officers, such as votes of no confidence they will be required to follow the principles and processes set out in the Articles of Association
- 1.3. Items not considered under this bye-law may include:
 - 1.3.1. Breaches of the Student Group Rules;
 - 1.3.2. Breaches of the Election Rules;
 - 1.3.3. Breaches of the Union Staff Handbook or Union Student Staff Handbook
 - 1.3.4. Complaints relating to the University;
 - 1.3.5. Complaints about Student Members, Associate Members and Opted-out Students;
 - 1.3.6. Complaints about policy issues which would be more appropriately dealt with through democratic processes as set out in the Articles and Bye-Laws
 - 1.3.7. Any other issue which would be more appropriately considered under an alternative procedure.
- 1.4. Any person wishing to complain about the conduct of a Trustee or Sabbatical Officer may do so in writing to the Chair of Trustees, or, if the complaint relates to or concerns the Chair, by emailing the Deputy Chair. Please note, for the purposes of the following provisions, if the complaint relates to or concerns the Chair, all references to "the Chair" should be read as references to "the Deputy Chair".
- 1.5. The Articles must be always followed, and in the case of conflicting guidance the Articles will supersede this Bye-Law.

2. Procedure

- 2.1. The Chair will deal with the complaint themselves or nominate another Trustee, provided there are no conflicts of interest.

- 2.2. The Chair or nominee will decide whether the complaint can be handled formally or informally. Should it be possible to resolve the complaint informally then the Chair or nominee will attempt to do so.
- 2.3. If the complaint cannot be resolved informally or attempts to reach an informal resolution are not successful within 10 working days, then the complaint shall be handled formally.

3. Formal Stage

- 3.1. The Chair or nominee shall investigate the complaint themselves or nominate another Trustee to investigate the issue, provided that there are no conflicts of interest.
- 3.2. The investigation findings shall be presented to the Board, who shall decide an appropriate course of action in line with the Articles
- 3.3. Decisions include, but are not limited to:
 - 3.3.1. Dismiss the complaint.
 - 3.3.2. Issue a verbal or written warning.
 - 3.3.3. Request a verbal or written apology or mandating other remedial action.
 - 3.3.4. Exclude any persons from the Union premises permanently or for a specified time.
 - 3.3.5. Exclude any persons from Union activities or services permanently or for a specified time.
 - 3.3.6. Revoke membership of any student group permanently or for a specified time.
 - 3.3.7. Revoke any privilege, benefit or entitlement created under the Articles and bye-laws permanently or for a specified time.
 - 3.3.8. Refer the matter to the University for further disciplinary action or the police for investigation.
 - 3.3.9. Remove the office holder from post in line with the Articles and Bye-Laws.
 - 3.3.10. Call a Student Members Meeting with a special resolution to remove the office holder from post in line with the Articles and Bye-Laws.
 - 3.3.11. Call a Referendum with a special resolution to remove the office holder from post in line with the Articles and Bye-Laws
 - 3.3.12. Refer the matter to any other committee or procedure for further action.
- 3.4. This decision of the Trustee Board shall be final and there will be no right to appeal.

Bye-Law 7: Elections

1. General

- 1.1. This bye-law governs the elections of the Sabbatical Officers, NUS Delegates and other positions as deemed appropriate by the Trustees.
- 1.2. Additional rules and information will be provided in the Candidate Handbook and
- 1.3. These rules are in addition to general Union and University rules and regulations.

2. Returning Officer and Deputy Returning Officer

- 2.1. The Union Leadership Team shall appoint the Returning Officer and Deputy Returning Officer annually.
- 2.2. During an election the Returning Officer will take sole responsibility for interpretation of election rules and the Union bye-laws. Interpretation and rulings will be in the interest of the electorate above all others, including election candidates.
- 2.3. The Deputy Returning Officer is responsible for the day-to-day management of the election and has the responsibility to ensure that the election is efficient and fair in accordance with this bye-law and any additional rules.
- 2.4. The Deputy Returning Officer has full delegated authority from the Returning Officer to implement the regulations including issuing minor sanctions, overseeing the election count, and answering questions.
- 2.5. The Returning Officer shall and has the power to:
 - 2.5.1. approve the Election Rules
 - 2.5.2. provide guidance and advice to the staff of the Union regarding best practice to ensure the integrity of the election.
 - 2.5.3. Have final say on decisions, complaints, and rulings during the elections
 - 2.5.4. Hear appeals against decisions made by the Deputy Returning Officer
 - 2.5.5. Approve the appointments of counting personnel as required.
- 2.6. Candidates must abide by the Election Rules, Union Code of Conduct, Sabbatical Officer Code of Conduct, and related Union and UWL policies, as well as with information provided by and decisions made by the Returning Officer and Deputy Returning Officer

3. Eligibility Rules

- 3.1. All and only Student Members may stand and vote in Union elections:
 - 3.1.1. Candidates standing for election for a Sabbatical Officer position must be eligible to be a Trustee and Company Director in accordance with the relevant legislation;
 - 3.1.2. Student Members who have already completed two terms of office as a Sabbatical Officer of the Union are not eligible to stand for election for Sabbatical Officer;
 - 3.1.3. Candidates will be Student Members at the time of their election; and
 - 3.1.4. Candidates meet eligibility requirements set out in the Union Leadership Team bye-law;

- 3.1.5. Candidates running for the Vice-President of Education position must have, or anticipate to have, completed one full academic year as a course or school representative, by the time they commence as a sabbatical officer
- 3.1.6. Candidates must not have received any sanctions following Disciplinary Processes or Investigations from UWL or UWLSU;
- 3.1.7. Candidates must attend one of the organised candidate training sessions by the Deputy Returning Officer;
- 3.1.8. Candidates must not have been disqualified from any previous NUS Delegate, Sabbatical Officer or other democratic elections ran by UWLSU during their time as an eligible student;
- 3.1.9. Candidates must not have exerted any previous behaviour or conduct that may bring UWLSU into disrepute.

3.2. The discretion for eligibility of candidates falls to the Deputy Returning Officer and Returning Officer.

3.3. It is an election candidate's responsibility to ensure their eligibility to stand, including ensuring their course enrolment record and visa status is up to date.

3.4. Student Members cannot stand for or hold more than one position at any one time, except for the role of NUS Delegate.

3.5. For clarity, students who have opted-out of Student Membership will not be eligible to vote or stand in the election.

3.6. The Deputy Returning Officer will take steps to ensure the eligibility of candidates to stand in the election. No candidate shall be eligible to take office until the Returning Officer has certified that they have met the criteria of these Eligibility Rules.

3.7. The nomination or election of any candidate who does not meet the eligibility criteria or these Election Rules shall be null and void.

4. Nomination Process

4.1. Positions for each election will be advised in the Notice of Election.

4.2. For each position being elected an option to Re-Open Nominations (RON) shall be provided on every ballot.

4.3. By standing for election all candidates agree to be subject to the Union Articles, Bye-Laws, regulations, policy, and values in addition to all relevant UWL policies and Procedures.

4.4. Candidates must complete a nomination form submitted for each position they are contesting. Forms completed incorrectly may be ruled invalid by the Returning Officer.

4.5. Completed nomination forms must be submitted in accordance with the notice of Election.

4.6. All candidates and nominators agree for their data to be shared with the University for election administration and eligibility purposes.

4.7. Late nomination forms will be automatically declared invalid.

5. Notice of the Election

- 5.1. The Deputy Returning Officer shall publish a Notice of Election at the latest by the following times:
 - 5.1.1. Sabbatical Officer and NUS National Conference Delegate elections; four weeks prior to the close of poll;
 - 5.1.2. By-election for any position or when nominations are re-opened; two weeks prior to the close of poll;
 - 5.1.3. The Notice of Election shall specify:
 - 5.1.4. Details of the positions for election;
 - 5.1.5. Details of eligibility for each of the positions for election;
 - 5.1.6. The dates of the conference concerned where relevant if NUS National Conference Delegates are being elected;
 - 5.1.7. Methods by which nomination packs, forms or equivalent material may be obtained;
 - 5.1.8. Details of the place, date, and time by which completed nominations must be submitted;
 - 5.1.9. For Sabbatical Officers and NUS National Conference Delegate elections, details of the place, date, and time of the Candidates' Meeting;
 - 5.1.10. The Deputy Returning Officer's contact details, or their chosen point of contact.
 - 5.1.11. Any mandatory and optional election material to be provided with a valid application;
 - 5.1.12. The Notice of Election shall be published on the Union website and in such other form as the Deputy Returning Officer shall deem appropriate.

6. Notice of Poll

- 6.1. The Deputy Returning Officer shall publish a Notice of Poll to Student Members at a time no later than 5.00pm on the last working day before the opening of polls.
- 6.2. The Notice of Poll shall specify:
 - 6.2.1. The name of each candidate and the position for which they have been nominated and any other relevant information the Deputy Returning Officer deems to be appropriate.
 - 6.2.2. The location and opening times of polling stations, where applicable.
 - 6.2.3. Details of the arrangements for online voting.
 - 6.2.4. The dates, locations, and times of any candidates' debate sessions.
 - 6.2.5. The date and location of the count if a physical count is required.
 - 6.2.6. The Deputy Returning Officer's contact details, including the email which must be used for all correspondence.
- 6.3. The Notice of Poll shall be published on the Union website and in such other form as the Deputy Returning Officer shall deem appropriate.

7. Candidates Meeting and Training

- 7.1. A Candidates Meeting for all nominated candidates will be held after the close of nominations.
- 7.2. At this meeting the Returning Officer or the Deputy Returning Officer, will explain the election process, election rules, outline campaigning guidelines and set the tone of the election.
- 7.3. Candidates will have the opportunity to ask questions about any aspect of the election process.

- 7.4. Candidates who do not attend the meeting or contact the Returning Officer or Deputy Returning Officer by the deadline set may be withdrawn from the election.
- 7.5. Additional training may be provided at the discretion of the Deputy Returning Officer.

8. Elections Complaints Procedure

- 8.1. Any student or staff member can submit a complaint about a candidate or their campaigner or about the election process until the close of voting. These complaints may be on any of the following grounds:
 - 8.1.1. Failure in good conduct of the election.
 - 8.1.2. Behaviour and activities of candidates or their campaign teams.
 - 8.1.3. The administration of the election.
 - 8.1.4. Breaches in regulations.
- 8.2. Complaints raised after the close of polling will not be accepted, except in relation to the conduct of the count.
- 8.3. Any student can submit a complaint about the conduct of the count within one day of the announcement of results. Grounds for complaint are limited to:
 - 8.3.1. The STV/AV calculations are inaccurate.
 - 8.3.2. There is a physical error in the count.
- 8.4. All complaints must be sent, in writing on the designated complaint form, to the Returning Officer or the Deputy Returning Officer.
- 8.5. Complaints will normally be heard within 2 working days. The Returning Officer or the Deputy Returning Officer will respond in writing and candidates and complainants will be informed of any action taken.
- 8.6. In responding to a complaint, the Returning Officer, or Deputy Returning Officer, after hearing all the appropriate evidence, may decide to apply any of the following:
 - 8.6.1. Not to uphold the complaint.
 - 8.6.2. Refer the complaint to a more appropriate procedure.
 - 8.6.3. Suspend elections for a specified period pending an investigation(s).
 - 8.6.4. Apply sanctions to specified candidates (see sanctions below).
 - 8.6.5. Hold the election count and decide whether the basis of the complaint has any impact on the outcome of the vote.
 - 8.6.6. Re-run or void the election.
 - 8.6.7. uphold the complaint with no further action.
- 8.7. In the event the Deputy Returning Officer ruled on the complaint, a candidate can appeal the decision of the Deputy Returning Officer to the Returning Officer, except if a minor sanction has been ruled.
- 8.8. The appeal must be made in writing to the Returning Officer within 24 hours of the Deputy Returning Officer's decision.
- 8.9. Appeals will normally be on the grounds that the decision of the Deputy Returning Officer was:
 - 8.9.1. Procedurally incorrect.

- 8.9.2. Taken outside the scope of the powers of the Deputy Returning Officer as defined by these regulations.
- 8.9.3. Disproportionate.
- 8.10. The Returning Officer will normally rule on the appeal within three working days. The decision of the Returning Officer is final.
- 8.11. If the Returning Officer ruled on the complaint, their decision is final.

9. Elections Sanctions

- 9.1. Any student found in breach of the regulations during any stage of the election may be sanctioned.
- 9.2. The penalty will be determined by the Returning Officer or Deputy Returning Officer.
- 9.3. Possible “minor sanctions” may include a verbal or written warning, campaign bans, restriction of campaigning materials, and any other reasonable sanctions as determined by the Deputy Returning Officer, or the Returning Officer
- 9.4. Other sanctions that may be determined by the Returning Officer or Deputy Returning Officer shall include:
 - 9.4.1. A final written warning, which may be published in locations deemed appropriate by the Returning Officer or Deputy Returning Officer.
 - 9.4.2. Disqualification from the election.
- 9.5. Any student found to be interfering with the smooth running of the election, acting fraudulently or otherwise illegally may be referred for disciplinary action:
 - 9.5.1. under the Union’s disciplinary procedures;
 - 9.5.2. and/or under the University’s disciplinary procedures;
 - 9.5.3. and/or be reported to the police.

10. By-Elections

- 10.1. The Deputy Returning Officer in consultation returning Officer may implement a Union by-election based on the following circumstances.
 - 10.1.1. An elected candidate is found to have breached eligibility or election rules that were not reasonably known at the time of the election, and such breaches deemed to bring the Union into disrepute.
 - 10.1.2. An elected candidate withdraws from the position within the first 3 months of their post.
 - 10.1.3. Elections integrity was compromised to determine that all results are null and void. This can be relevant to whole elections proceedings or individual positions in elections.
 - 10.1.4. Members who are implicated following in any decisions to run by-elections can appeal following the process in Bye-Law 7. Once processes have been exhausted, no member can appeal the instigation of a by-election.

Bye-Law 8: Referendums

1. Scope

- 1.1. This bye-law sets out regulations in addition to those outlined in the Articles.

2. Calling for a referendum

- 2.1. Where a referendum is called by a secure petition of 500 members, the business of the proposed referendum must first be debated at a Student Members Meeting called by the Union Leadership Team. This meeting shall allow ordinary members to suggest and approve amendments to the wording of the proposed referendum and will have no other content or purpose unless the Union Leadership Team sees fit. This meeting must take place within six term-time weeks of receiving the petition and has a quorum of 50.
- 2.2. The proposed wording of a referendum must be published 7 clear days before the ballot to allow comment and proposed changes from ordinary members. The Union Leadership Team shall consider the comments and proposed changes, publishing notes of their decisions on any changes in the wording of the referendum.

3. Conduct of the referendum

- 3.1. No business can be taken to a referendum more than once in the same academic year.
- 3.2. The business of a referendum shall be restricted to the motion or business for which the referendum was called.
- 3.3. The Union Leadership Team shall appoint an independent Returning Officer who will not be a member, a Trustee, or a staff member of the students' union, who has the power to appoint a Deputy Returning Officer, and who shall supervise the referendum.
- 3.4. The Returning Officer and Deputy Returning Officer have the same powers as outlined in the election Bye-Law.
- 3.5. A referendum ballot must be held not more than twenty working, term-time days after the Members Meeting takes place.
- 3.6. A referendum shall take the form of a secret cross campus ballot in which members are asked to vote either yes or no in answer to a clearly defined question or questions. The referendum may be conducted by paper ballot or by electronic means.
- 3.7. Voting for a referendum shall remain open for no less than six hours.

Bye-Law 9: Student Members Meeting Regulations

1. Scope and General Provisions

- 1.1. These regulations refer to Student Members Meetings as described in the Articles. They do not refer to Company Law Meetings.
- 1.2. An Annual Student Members Meeting must take place once in each calendar year.
- 1.3. A Student Members Meeting may be called at any time.

2. Calling of Meetings

- 2.1. The Annual Student Members Meeting shall be called by the Union Leadership Team. Notice may be given to members via the Union's website.
- 2.2. a Student Members Meeting may otherwise be called as follows:
 - 2.2.1. the Trustees can call a Members Meeting at any time.
 - 2.2.2. the Union Leadership Team can vote to call a Members Meeting at any time.
 - 2.2.3. the Trustees must call a Members Meeting on receiving a request to that effect signed by at least 50 ordinary members.

3. Contents of Meetings

- 3.1. the Union Leadership Team must give at least 10 clear working days' notice to specify the nature of the business to be transacted at the Student Members Meeting, which unless otherwise determined by the Union Leadership Team, the Trustees or the Student Members Meeting shall be:
 - 3.1.1. ratification of minutes of the previous annual Student Members' meeting;
 - 3.1.2. receiving the report of the Trustees on the Union's activities since the previous annual Student Members' meeting;
 - 3.1.3. formally presenting the accounts of the Union to the Student Members;
 - 3.1.4. approving the list of affiliations of the Union; and
 - 3.1.5. open questions to the Trustees by the Student Members
- 3.2. Student Members, the Union Leadership Team and the Trustees may suggest amendments to the agenda up to 5 clear working days in advance of the Student Members Meeting.
- 3.3. The President shall be the Chair of Student Members Meetings.
- 3.4. Ordinary members present may vote to remove the President from the position of Chair and to appoint a new Chair, who will be a Student Member or a Trustee.
- 3.5. Student Members may call the Sabbatical Officers, NUS Delegates and Trustees to account as follows:
 - 3.5.1. they may vote to mandate the postholders to take remedial action to address any issue(s) relating to their conduct or performance.
 - 3.5.2. they may vote to refer matters pertaining to the conduct or performance of the postholders to the Trustee Board.

- 3.5.3. the Student Members Meeting will have the power to call a Referendum with a vote to remove Sabbatical Officers, NUS Delegates or Trustees from office. Any vote of no confidence must be conducted in accordance with the Articles
- 3.5.4. voting will be by a show of hands unless the meeting agrees to a secret ballot on the issue.

Bye Law 10: Union Leadership Team

1. Scope

- 1.1. this Bye-Law sets out the collective purpose and responsibilities of the Union Leadership Team and the individual responsibilities of the Sabbatical Officers

2. Purpose

- 2.1. The purpose of the Union Leadership Team is to hold responsibility for and ensure that:
 - 2.1.1. the union is run efficiently, effectively, legally, and that we achieve our strategic aims.
 - 2.1.2. that the Unions activities are safe, legal, and in line with regulation.
 - 2.1.3. that the Union has a high performing and highly satisfied staff team able to achieve targets.

3. Membership

- 3.1. the Union Leadership Team members include:
 - 3.1.1. the Union Chief Executive (in a non-voting, advisory capacity)
 - 3.1.2. Sabbatical Officers
 - 3.1.3. the Senior Management Team, shall be invited and act as non-voting members
- 3.2. The President shall have a casting vote in the instance of a tie.
- 3.3. The Union leadership team is responsible to the membership through the Trustee board.

4. Responsibilities

- 4.1. the Union Leadership Team shall be responsible for meeting at least annually to:
 - 4.1.1. decide how Union Leadership team responsibilities will be managed within the Union
 - 4.1.2. ensure that the annual people, compliance, and operating calendar is published to Trustee Board
 - 4.1.3. review and publish criteria for associate and honorary memberships
 - 4.1.4. determine the date of the Annual Members Meeting
 - 4.1.5. appoint the Returning Officer and Deputy Returning Officer for elections
 - 4.1.6. undertake any other area of work or policy as delegated by the Trustees or set out in the Bye-Laws.
- 4.2. The Union Leadership Team shall be responsible as required to:
 - 4.2.1. Support the resolution of complaints and disciplinary matters
 - 4.2.2. Call Student Members Meetings, provide notice and specify the business to be transacted
 - 4.2.3. Consider proposed amendments to the wording of referendums
 - 4.2.4. Appoint a Returning Officer for referendums
 - 4.2.5. Consider issues raised by student representatives

5. Sabbatical Officer Roles

5.1. all Sabbatical Officers shall:

- 5.1.1. be responsible to the Union's Membership, through The Trustee Board, the Union Leadership Team, Referenda, Company Law Meetings and Student Member Meetings.
- 5.1.2. be members of the Trustee Board and Union Leadership Team
- 5.1.3. be responsible for coordinating the work of any committee(s) to which they act as Chair. Such responsibility shall include reviewing the attendance record of committee members and ensuring the accountability of the membership in terms of the Committees' Terms of Reference and the attendance requirements laid down in the Memorandum and Articles of Association.
- 5.1.4. represent the Students' Union on relevant University Committees.
- 5.1.5. determine who amongst the elected Sabbatical Officers, shall be responsible for priority campaigns
- 5.1.6. take no part in the organisation and administration of Union elections.
- 5.1.7. support the Strategic Plan in the summer term of each academic year.
- 5.1.8. hold office for a period of 12 months in the following year.
- 5.1.9. nor shall they be included in the membership of any committee for the purposes of determination of quorum.
- 5.1.10. be remunerated as per their conditions of employment outlined in their employment contract.

5.2. The President shall:

- 5.2.1. be responsible for ensuring that all Union activities are properly coordinated and executed. This is to be undertaken in conjunction with the Vice-President(s).
- 5.2.2. Chair the Union Leadership Team meetings, Company Law Meetings, Student Members Meetings, and the Trustee Board.
- 5.2.3. be responsible for ensuring that Priority Campaigns and a plan of action for the Union Leadership Team for the year, and subsequent updates, are prepared and presented to the appropriate Union Meetings.
- 5.2.4. be responsible under the provisions of the Articles for Union staffing in conjunction with relevant senior managers.
- 5.2.5. ensure the active representation of the Union at appropriate conferences.
- 5.2.6. be responsible for leading the NUS Conference delegation from the Union.
- 5.2.7. co-ordinate the submission of proposals for next academic year's priority campaigns to the Union Leadership Team.

5.3. The Vice-President Education shall:

- 5.3.1. be responsible for all matters concerning the Education, Quality Assurance, Welfare, individual representation interests of students and the Union's sustainability strategy and do so, when appropriate, in conjunction with the President and Vice-President Student Activities & Participation;
- 5.3.2. represent the Union on relevant University Committees;
- 5.3.3. be the Deputy President and take over the duties of the President in the absence of the President, either when authorised by the President or in the event of the President being absent for more than three consecutive working days;
- 5.3.4. be a higher education student at the point of standing for election;
- 5.3.5. develop academic representation through student representatives;
- 5.3.6. organise Education and Welfare campaigns throughout the year;
- 5.3.7. liaise with the University regarding education policy development, student representation, individually and collectively;

- 5.3.8. to Chair Student Representatives Forum/Conferences across the University and to feedback Student Representatives issues both back to Union Leadership Team, and to other University Committees;
- 5.3.9. to work with Union staff to ensure that there is training and support for student representatives.

5.4. The Vice-President Student Activities & Participation shall:

- 5.4.1. be responsible for all matters concerning student activities and opportunities including Sport, student groups, Enterprise, Social, Community and recreational activities and do so, when appropriate, in conjunction with the President and Vice-President Education;
- 5.4.2. be responsible for student enterprise, employability, community organising and activism;
- 5.4.3. be responsible for the overseeing of, and development of, the student publication;
- 5.4.4. to specifically support student committees and student leaders within the wider remit of Student Activities & Participation;
- 5.4.5. represent the Union on relevant University Committees;
- 5.4.6. liaise with NUS on all issues relating to increasing student engagement with the Union;
- 5.4.7. consult with the University regarding student development and extra-curricular activity;
- 5.4.8. be the Union's primary representative for all of the Union's sports and societies;
- 5.4.9. be specifically responsible to the Trustee Board for the grants allocated to sports and societies;
- 5.4.10. to promote and develop Sports Clubs, sports, and societies across the Union.

Bye-Law 11: Affiliations

1. Affiliating to an External Organisation

- 1.1. The Union can affiliate to an external organisation through either a:
 - 1.1.1. Student Members' Meeting by a two thirds majority vote;
 - 1.1.2. Trustee Board resolution by a simple majority;
 - 1.1.3. Referendum by a two thirds majority vote.
- 1.2. Members of the Union can request to affiliate to an organisation by submitting a motion to the appropriate meeting or following the regulations in the Referendums Bye-Law.

2. Student Group Affiliations

- 2.1. Student groups of the Union can affiliate with external organisations, including political and religious organisations.
- 2.2. All affiliations must be approved by a two-third majority vote at the student group's General Meeting which will be run in line with the Student Group Rules

3. Board of Trustees Responsibilities

- 3.1. The Trustee Board may override any decision to affiliate to an external organisation, if the Trustees consider it (in their absolute discretions):
 - 3.1.1. Has or may have any financial implications for the Union;
 - 3.1.2. Is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
 - 3.1.3. Contravenes the charitable aims and objects of the Union;
 - 3.1.4. Instigates or furthers hate speech or other similar traits that affect any of the Equality Act's groups
 - 3.1.5. Does not further the aims of the student group; or
 - 3.1.6. Will or may otherwise affect the discharge of any or all the responsibilities referred to in the Articles.

4. Notice of Affiliations

- 4.1. Notice of new affiliations shall be made available on the Union's website stating the name of the organisation and 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.
- 4.2. The Union shall make available annually to all Student Members a list of all external organisations to which the Union is currently affiliated with associated fees and costs.

5. Review of Affiliations

- 5.1. The Union shall annually submit to its members for approval a list of all affiliations including those of student groups to external bodies through either a:
 - 5.1.1. Student Members' Meeting; or
 - 5.1.2. Referendum.
- 5.2. Student Members of the Union may call a referendum on the question of continued affiliation to any organisation in accordance with the referendum bye-law.

Bye-Law 12: Finance Regulations

1. The full financial regulations are set out in the financial procedures manual, which shall include the following provisions:

- 1.1. The financial year of the Union shall be from 1 August to 31 July.
- 1.2. The President of the Union shall oversee all Union accounts and liaise with the relevant Senior Manager to monitor all Union finances subject to direction from the Trustees.
- 1.3. The relevant Senior Manager shall have the responsibility for the administration of the Union's financial affairs. The Trustees shall be ultimately accountable for the Union's financial management and control. Trustees, in the event of a conflict of interest, must act in the best interests of the Union, demonstrate a duty of care and due diligence to the Union, and act in accordance with the Trustee Code of Conduct.

2. Book of Accounts

- 2.1. The Union shall keep and maintain sufficient records of accounts.
- 2.2. Recognised student groups and other bodies of the Union shall not operate any accounts external to the Union of any description and any such body must direct its financial transactions through the appropriate Union accounts.

3. Regulation

- 3.1. The Union shall be registered with the Charities Commission and Companies House and its accounts will be regulated and compliant with the requirements as laid out by Charities and Company Law.
- 3.2. An external registered auditor shall audit the accounts of the Union on an annual basis. The final audited accounts shall be available to the Trustees for approval. Once approved the Trustees shall sign the final accounts, these will then be presented at the next Annual Members Meeting.

4. Budgetary control

- 4.1. The Trustees in conjunction with the senior managers shall be responsible for budgetary control.
- 4.2. All income and expenditure shall, monthly, be reconciled against those department/cost centres and monthly management accounts submitted to the Senior Management Team each month and the University of West London on request. The relevant Senior Manager shall be responsible for monitoring performance against budget and reporting these results to the Trustees.
- 4.3. Budgets shall be drawn up for all areas of proposed expenditure. Senior managers shall determine these areas.
- 4.4. The approved budgets in the form of a budget proposal shall be presented, together with

the previous year's expenditure figures, to the University's Board of Governors annually.

5. Income

- 5.1. All income received shall be processed in accordance with the Financial Procedures Manual.

6. Expenditure

- 6.1. Expenditure may only be incurred against a department/cost centre by the person(s) accountable for the control of that department/cost centre.
- 6.2. Any goods or services ordered under the Unions accounts must be carried out under the procedures as set out in the Financial Procedures Manual.

7. Payments

- 7.1. All payments are to be effected in accordance with the Financial Procedures Manual.
- 7.2. No payments may be made for party political purposes, but this shall not prevent affiliation to a recognised national student body by student groups as per the Articles.

8. Union business expense reimbursements

- 8.1. Any expenses incurred by elected officers of the Union, Union staff, students or appointees which relate directly and wholly for Union business may be claimed, with the prior agreement of the relevant Senior Management Team or Central Management Team member.
- 8.2. The Union allows for the reimbursement of any reasonable travel expenses incurred whilst carrying out the business of the Union, with the prior approval of the relevant Senior Manager, and must be made in accordance with the Financial Procedures Manual.

9. Bank accounts

- 9.1. The Union's bank accounts shall be held under the title of West London Students' Union.
- 9.2. The Bank Mandate shall require two authorizing signatories to approve any payment. Authorising signatories shall be appropriate staff members as assigned by the relevant senior managers
- 9.3. The Bank Mandate must be reviewed periodically in line with the period of office of the Sabbatical Trustees.

10. Investments

- 10.1. Any Union cash surpluses may be invested in short-term deposits. Funds may only be placed in secure, low risk opportunities in line with requirements of charity law.

11. Stock and Fixed Assets

- 11.1. Stock should be held at a minimum level; it should be kept secure and adequate records

maintained. Regular stock counts should be performed.

11.2. items purchased above the value of £1000, which have a long-term usage will be capitalised under fixed assets

11.3. The relevant Senior Manager shall ensure an adequate register of the Unions' fixed assets is maintained, and that assets are kept secure.

12. Loans

12.1. The Union shall be empowered to raise loan finance subject to the prior approval of the Trustees, subject to the terms and conditions of the University's Financial Memorandum.

13. Guarantees/indemnities and financial agreements

13.1. The Trustees and senior managers of the Union shall be empowered to enter into financial agreements, guarantees or indemnities as may be required in the pursuit of the objects of the Union. Authorisation must be made in the form of three signatories; one must be by a Sabbatical Trustee, and the second by the relevant senior manager of the Union and the third by an External Trustee. Such agreements shall be entered into subject to the terms of the University's Financial Memorandum.

14. Financial risk and insurance

14.1. The Union must ensure that it has sound financial control systems in place.

14.2. The Union's financial risk shall be reviewed and monitored under the Union's Management Risk Register, and at least annually submitted to the Trustees, the University and any other body as required for regulatory purposes.

14.3. The relevant Senior Manager shall be responsible for ensuring that proper insurance cover is undertaken, including fire risks, theft, damage and loss of property, terrorism, staff indemnity, public liability, and employee's liability.

14.4. Any financial anomalies, irregularity or suspicion of fraud should be notified to the Trustees immediately, and actions taken will be determined by the trustees.

15. Winding up

15.1. In the event of the Union or other associated business, outlet or affiliated trading operation being closed or "wound up" for whatever reason, any remaining assets will be transferred to the successor or parent body.

16. Breaches of Finance Regulations

16.1. All members of the Union must comply with these financial regulations.

16.2. Any breaches of the Finance Regulations Bye-Law may result in action under the appropriate disciplinary procedures. The relevant senior manager must immediately report any instances to the University.

17. Financial Memorandum

- 17.1. There will be a Financial Memorandum between the Union and the University.

Bye-Law 13: Freedom of Speech

1. The Union will adopt the UWL Code of Practice on Freedom of Speech.
2. The Union will consult the University Secretary or nominee concerning 'No Platform' decisions.
3. The Union through its compliance regulations will adopt and follow legal regulations surrounding Freedom of Speech, including the Higher Education (Freedom of Speech) Act 2023

Bye-Law 14: Appointments Committee

1. Membership and frequency

- 1.1. The Membership of the Appointments Committee will be the President, one External or Alumni Trustee, and one other trustee appointed by the Board on an ad hoc basis. The Chief Executive will attend in an advisory, non-voting capacity.
- 1.2. The Chair of the Appointments Committee shall be the President. The committee may choose to nominate a secretary from among their members or a person they deem suitable.
- 1.3. The Appointments Committee shall meet as deemed required by the Chair or by resolution of the Board of Trustees.

2. Business of the Appointments Committee

- 2.1. To ensure that the roles for External, Alumni and Student Trustees are properly advertised and recruited with due regard to any skills and diversity needs.
- 2.2. To hold any recruitment processes required to fill appointments, with due consideration to fair and accountable appointments.
- 2.3. Any other duties as agreed by the Board of Trustees from time to time that are appropriate to the duties outlined above.