

Leeds University Union Bye-Laws

General

1. Leeds University Union (“LUU” or “the Student’s Union” or “the Union”) is a company limited by guarantee.
2. These Bye-Laws are made in legal agreement with Article 60 of the Memorandum and Articles of Association of the Union.
3. These Bye-Laws cover the following:
 - (1) Ideas
 - (2) Union Forums
 - (3) Referendum
 - (4) Petitions
 - (5) Policy
 - (6) Elections
 - (7) Voting
 - (8) Campaigning
 - (9) Returning Officer and Appeals
 - (10) The Student Executive
 - (11) Student Activities
 - (12) Union Representatives
 - (13) Annual General Meetings
 - (14) Sub-Committees of the Board
 - (15) Complaints Procedure
 - (16) Disciplinary Procedure
 - (17) Discipline and Appeals

Definitions and Interpretations

Words and phrases used in these Bye-Laws have the meaning as ascribed to them in the Memorandum and Articles of Association of the Union.

The Memorandum and Articles of Association shall take precedence over these Bye-Laws and these Bye-Laws shall not be interpreted or applied in any way which is inconsistent with the Memorandum and Articles of Association of the Union. The Returning Officer, as defined by Bye-Law 9, shall take sole responsibility for interpreting these Bye-Laws within this framework.

Changes

These Bye-Laws may be altered, varied or amended by the Trustees or the Union’s members at Better Union Forum or Referendum in accordance with

Article 60; such changes must be approved by both the Trustees and members of LUU. In accordance with the Students' Union Code of Practice any changes to these Bye-Laws must also be approved by the University's Appointed Officer. The Appointed Officer is nominated by the University's Council.

|

Bye-Law (1): Ideas

1. Any member of the Union can submit an Idea to the Campaign and Democracy Support office at any time. This submission must be in writing and include the name and student number of the member who is proposing the Idea.
2. Ideas must state two things: firstly, what the member wants to change and secondly why.
3. The Idea must have a title. The title of the Idea must reflect the proposed changes.
4. The title of the Idea must be a question that can be answered yes or no.
5. Ideas must not be longer than 400 words. This word limit does not include the title.
6. The member proposing the Idea must specify the aim of their Idea as one of the following:
 - (i) Make the University better for students
 - (ii) Make Leeds better for students
 - (iii) Make the Union better for students
7. Ideas must clearly state any relevant changes proposed to Articles or Bye-Laws either within the Idea or as supporting information. Such supporting information will not be included in the word limit.
8. These Ideas will be published in line with Bye-Law 2:16, a minimum of five working days before they are discussed at the relevant Union Forum.
9. The student who proposed the Idea must, for their Idea to be considered, attend the relevant forum to explain their Idea. The student may nominate a spokesperson (who must be a member of the Union) to do this on their behalf.
10. Ideas can be delayed from being discussed at a Union Forum if the Idea is identified by Officer Trustees as:
 - (i) Posing a financial threat to the Union
 - (ii) Posing a legal threat to the Union
11. Posing a legal threat to the Union (for example a potential conflict with the Union's Objects) If an Idea is acknowledged as a threat under Bye-Law 1.10 then the extent of the threat will be identified and explained to the Union member who submitted the Idea. This member will be then given the option to:
 - i) Change their Idea so that it is no longer acknowledged as a threat under Bye-Law 1.10 before it is submitted to a Forum
 - ii) Withdraw their Idea

- iii) Ask that their Idea is submitted to a Forum unchanged.
12. If the member decides to submit their Idea to a forum then the extent of the threat identified under Bye-Law 1.10 will be summarised by one of the attending Officer Trustees
 13. No Idea with materially the same content can be discussed at Union Forums twice in one academic year unless it has been deferred from a previous forum. The Student Panel will decide whether an Idea is unacceptable as materially the same as those submitted previously and therefore whether this rule applies. This decision will be made before the Idea is discussed, by a simple majority of the student panel using a secret ballot. If the panel decide that the Idea is acceptable then it will proceed according to Bye Law 2.37. If the panel decide the Idea is not acceptable then it will be removed from the forum agenda and not discussed.
 14. Ideas will become Union policy in line with Bye-Law 5.

Bye-Law (2): Union Forums

1. Union Forums will operate in accordance with the functions outlined in Article 59 of the Memorandum and Articles of Association and Bye-Law 4 on Policy

Composition

2. There will be three Union Forums:
 - (i) Better Union
 - (ii) Better University
 - (iii) Better Leeds
3. The following representatives will be required to attend Better Union:
 - (i) Communications and Internal Affairs Officer
 - (ii) Activities Officer
 - (iii) Faith and Cultural Rep
 - (iv) General Interest Rep
 - (v) Political and Campaigning Rep
 - (vi) Performing Rep
 - (vii) Media Rep
 - (viii) Sport Rep
 - (ix) Outdoor Activities Rep
 - (x) Martial Arts Rep
 - (xi) Dance Rep
 - (xii) Departmental Rep
 - (xiii) Volunteering Rep
4. The following representatives will be required to attend Better Leeds:
 - (i) Community Officer
 - (ii) Welfare Officer
 - (iii) 9 Community Reps
 - (iv) 18 Hall Reps (one rep from each Hall)
5. The following representatives will be required to attend Better University:
 - (i) Education Officer
 - (ii) Equality and Diversity Officer
 - (iii) One rep from each University School or Institute
6. Any member may attend any Union Forum and speak. The Facilitator may at their discretion agree to non members attending a Forum and speaking. Without the Facilitator's agreement non members are not permitted to attend or speak.

7. Quorum for Union Forum meetings shall be a majority of the representatives entitled to attend.

Student Panel

8. A different student panel of 16 randomly selected members will attend each forum meeting.
9. Quorum for this panel will be 12 members.
10. As far as practical it will be ensured this panel will be demographically representative of LUU's membership.
11. The student panel will vote using a secret ballot. Ideas will become Union policy in line with Bye-Law 5.
 - (i) Decisions of the panel for or against Ideas must be made by a three quarters majority of those present
 - (ii) Decisions of the panel regarding appeals or whether an Idea is materially the same as those submitted previously must be made by a simple majority of those present. .
12. Before being asked to vote the panel members must declare that they feel able to make a decision for or against the Idea:
 - (i) If the panel members declare that they feel able to make a decision then they may proceed to a vote
 - (ii) If the panel members declare that they feel unable to make a decision then they may use any of the rights outlined in Bye-Law 2:24 to help them make a decision.
13. If the panel declare that they are unable to make a decision then the Forum Facilitator will have the power to:
 - (i) Repeat the process outlined in Bye-Law 2:12 until the panel members declare they are able to make a decision.
 - (ii) Refer the decision to the next Union Forum

Timings

14. Union Forums will be held during a week day of term time
15. Each of the three Forums will take place a minimum of five times per academic year.
16. The agenda for Forums will be published online, within the Union building and, if possible, by Leeds Student newspaper at least five working days before the Forums are due to be held.

Duties of Representatives

17. Representatives will communicate with students prior to Union Forums so that they can voice the different viewpoints held amongst the students that they represent.
18. Representatives must actively seek to promote Union Forums and themselves to the students that they are expected to represent.
19. Representatives must encourage members to propose Ideas to Union Forums.
20. For the avoidance of doubt if representatives have not properly communicated with students prior to Union Forums this shall not in any way invalidate any process or decision at the Forum.

Changes

21. Any member may propose a change to another student's Idea.
22. Changes will be accepted at the discretion of the member who proposed the Idea.
23. Officer Trustees have the power to adjourn an Idea to a subsequent Forum meeting if it has been changed to such an extent as to contravene Bye-Law 1 (Ideas): 10

Discussion at Union Forums

24. Subject to Bye-Law 2:6, Anyone in attendance at the forum has the right to speak in order to:
 - (i) Ask a question
 - (ii) State a practical point of clarification
 - (iii) Make a comment
 - (iv) Propose a change to an Idea
25. The following exception will be made to Bye-Law 2:24: The Forum Facilitator will refrain from making comments in order to remain impartial.
26. Students will identify themselves to the Facilitator if they wish to speak.
27. Every student will reserve the right not to answer another student's question.
28. Any student may nominate another Member to speak on their behalf.

Powers of Union Forums

29. In addition to the powers outlined elsewhere in the Bye-Laws and Memorandum and Articles of Association Union Forums will hold the power to:

- (i) Create Union Policy
- (ii) Remove any representative from any committee with the exception of the student executive and board of trustees.
- (iii) Nominate members to serve as representatives on bodies outside the Union]

Forum Facilitator

30. The Forum Facilitator will ensure Forums are well run, productive and participative. To this end, the Forum Facilitator may choose to:

- (i) Deepen the quality of the discussion by grouping students into smaller groups and ask one member to act as a spokesperson.
- (ii) Temporarily remove any person present from the forum who is preventing the meeting from proceeding in a fair and democratic manner or otherwise in accordance with these Bye-Laws.
- (iii) Decide the order of speaking and the length of the discussion to allow all the agenda points to be considered.
- (iv) If necessary, ask a student if they have a comment, question, clarification or proposal before allowing them to speak.

31. The Forum Facilitator will support the student panel in their duties by:

- (i) Regulating the flow of discussion in line with the Union's Bye-Laws
- (ii) Clarifying and summarising points made by students whilst remaining impartial
- (iii) Outlining the implications of different decisions for the student panel
- (iv) Help deal with conflicts and identify opportunities for mutual agreement
- (v) Keep the meetings on time.

32. Once appointed the Forum Facilitator may not submit Ideas to Union Forums.

33. The Forum Facilitator will be a Union member.

34. The Forum Facilitator will be appointed using a process overseen by the Communication and Internal Affairs (CIA) Officer.

35. The Campaign and Democracy Support department (CDS) will ensure Union Forums are facilitated effectively through a substitute if the Forum Facilitator is ill or unable to attend.

36. The Forum Facilitator's work will be reviewed regularly by the CDS department using feedback from students who have attended Union Forums.

37. Standing Items on the Agenda at Union Forums

- (i) Apologies for absence
- (ii) Minutes of previous Union Forum meetings checked as an accurate record of the meeting
- (iii) The discussion of each Idea in turn:
 - a. The Student who submitted the Idea (or a nominated spokesperson) to explain what they want and why
 - b. Clarifications, questions, comments and change proposals from Forum attendees
 - c. The Forum Facilitator to establish if the Student Panel are able to make a decision
 - d. Secret ballot of the Student Panel
- (iv) Formal reports from two Student Executive Officers detailing progress with regard to implementation of Policy and allowing questions from Forum attendees
- (v) Announcements and reports from Forum attendees
- (vi) Announcement of Student Panel Verdict(s).

Bye-Law (3): Referendum

1. Referendum voting shall take the form of a secret cross campus ballot in which members are asked to vote either yes, no or abstain to an Idea or Ideas.
2. Referendum shall be held if:
 - i) In accordance with Bye-Law 4, a petition is signed by at least 600 members
 - ii) In accordance with Bye-Law 5.6, an Idea is referred to Referendum from Union Forums
3. Referendum voting shall begin a minimum of one week after either of the events outlined in Bye Law 3.2(i) or 3.2 (ii) occur.
4. Once submitted to referendum Ideas can only be withdrawn or changed by the member who submitted it or the Returning Officer. The Returning Officer may only do so after taking legal advice.
5. Provisions must be made for members to debate the Ideas before the beginning of voting. This may take the form of a physical meeting or be hosted online.
6. The quorum for a Referendum is 1500 members voting per Idea, except when the Idea is to remove an Officer Trustee in which case the quorum is 2500 members.
7. Campaigning for or against individual Ideas must be conducted in accordance with the campaign rules outlined in Bye-Laws (8) Campaigning. Therefore, campaigning may only commence once the Returning Officer has completed a campaign briefing.
8. Referendum voting will last for four working days.
9. A count shall not commence any earlier than 24 hours after closing of voting.

Bye-Law (4): Petitions

1. A petition can be requested by any member who wants to trigger a Referendum on any of the following:
 - (i) To appeal a decision made at a Union Forum
 - (ii) To remove an Officer Trustee
 - (iii) To change Bye-Laws concerning the Leeds Student Newspaper
2. A request for a petition can be made at any point to the Campaign and Democracy Support office. This office will ensure the petition is open and available to sign by members within two working days.
3. A petition will close at the same time, on the same day that it opened exactly one week later.
4. A request for a petition must include a full copy of the Idea proposed. This Idea is subject to Bye-Laws 1.1 to 1.6 and 1.13 to 1.14
5. Quorum for petitions is 600 valid members signatures
6. The Returning Officer will seek to ensure that Petitions are accessible for all members of the Union to sign.
7. Members may campaign to encourage other students to sign the petition. This campaigning must be conducted in accordance with the campaign rules outlined in Bye-Laws 8. Therefore, campaigning may only commence once the campaigner has been briefed on the campaign rules.
8. When the petition closes the Returning Officer will confirm the total number of students who have signed the petition. If duplicate or invalid student numbers or names are discovered then they shall be removed and discounted from the petition.

Bye-Law (5): Policy

1. Policy (as defined in Article 68.1.28) shall be set by:
 - (i) Union Forums in accordance with Article 59.1.2 of the Memorandum and Articles of Association. or
 - (ii) Referendum of the Members in accordance with Article 13
2. Policy shall exist for three years unless it is overturned. Decisions made using referendum cannot be overturned at Union Forums. Referendum can overturn a decision made at Union Forums and Referendum can overturn Referendum.
3. Policy (as defined in Article 68.1.28) remains subject to the authority of the Board of Trustees in accordance with Article 40.3. For example Policy may be blocked if there are serious concerns with regard to financial considerations, acts of ultra vires or breaches of law.
4. If at least three quarters of the student panel vote for an Idea then the Idea will become policy.
5. If at least three quarters of the student panel vote against an Idea then the Idea will not become Policy .
6. If an Idea does not achieve three quarters of the votes of the student panel then it will be referred to a cross campus referendum defined in Bye-Law 3.
7. An Idea taken to referendum will become policy if it is quorum in line with Bye-Law 3:6 and the majority of the votes cast are in favour of the Idea.

Bye-Law (6): Elections

1. The following posts shall be elected by cross-campus ballot:
 - (i) Student Executive Officers
 - (ii) National Union of Students (NUS) Zone conference representatives
 - (iii) NUS National and Extraordinary conference representatives
 - (iv) Leeds Student Editor
 - (v) Two senate delegates
2. The following posts shall be elected by specific groups of members.
 - (i) Activities Executive – The members of activity groups in each activities assembly (as outlined in Bye-Law 11) will elect an assembly representative to the Activities Executive
 - (ii) Hall Representative – Students living in each Hall of residence will elect a residence committee president who will act as a Hall Representative
 - (iii) Liberation NUS conferences – Self-defining members of relevant activity groups will elect delegates to NUS liberation conferences.
 - (iv) Demographic specific NUS conferences – The members of relevant activity groups will elect delegates to demographic specific NUS conferences such as international, mature or postgraduate NUS conference.
3. The quorum for the Student Executive Officers election is 1500 members voting per position. All election procedures relating to Student Executive Officers shall be subject to review by the University's Appointed Officer.

By-Elections

4. By-elections will be held to fill any vacant posts following an election.
5. Subject to Article 39 of the Memorandum and Articles of Association Officer Trustees elected in by-elections shall hold office from the date that the result is declared.

Nominations

6. All nominations shall be submitted using an accessible process declared by the Returning Officer.
7. The nomination must include the name and student number of the nominee.
8. A receipt must be issued to confirm the submission of each completed nomination.

9. Nominees must comply with the terms and conditions of the election.
10. No member may stand for more than one position in the same election.
11. Student Executive Officers may only stand for positions listed in Bye-Law 12.
12. A candidate's meeting must be held following the close of nominations at a time specified by the Returning Officer. At this meeting the Returning Officer will provide a campaign rules briefing and other relevant guidelines for those involved.

Question Time

13. An opportunity shall be provided for members to question candidates for Student Executive and Leeds Student Editor positions before the beginning of voting.
14. Candidates must attend this event unless:
 - (i) The event clashes with part of programme of study e.g. a lecture, group work, lab work, tutorial, seminar or practical class, and/or
 - (ii) They are ill, and/or
 - (iii) They are experiencing serious personal difficulties.
15. Candidates must inform the Returning Officer (in writing via the Campaign and Democracy Support office) if they are unable to attend, stating their reasons for non-attendance before the beginning of the event. The Returning Officer may disqualify any candidates who fail to comply with Bye-Law 6:14.

The Count

16. The count shall be supervised by the Returning Officer or their nominee.
17. Complaints about the count must be made in writing to the Returning Officer no later than one working day after the announcement of the result.
18. The results of Union voting will only come into effect once the Returning Officer has certified that the result is the accurate outcome of a free and fair democratic procedure.
19. A count shall only commence once all complaints and appeals about campaigners have been resolved.
20. A count shall not commence any earlier than 24 hours after closing of voting.

Bye-Law (7): Voting

1. Each member shall have one vote. No member shall have more than one vote per election or referendum.
2. Students must prove that they are Members of the Union in order to vote.
3. The Returning Officer will seek to ensure that cross campus voting is accessible for all members of the Union.
4. Voting in elections shall be by secret ballot using the single transferable vote system as described by the electoral reform society and shall include re-open nominations as a candidate.
5. In elections, the names of candidates for each position shall be placed in a random order on the ballot paper.
6. If re-open nominations is elected in a multi-seat election its surplus of votes shall be transferred to a new re-open nominations candidate.
7. If re-open nominations is elected in a single-seat election then the post shall remain vacant until nominations can be re-opened and a by-election held.
8. If the result of voting in a referendum is a tie then the referendum will be re-run as soon as practically possible.
9. If the result of voting in an election is a tie then the election will be re-run with only the two nominees who tied the election as the candidates. This election will occur as soon as practically possible.

Bye-Law (8): Campaigning

1. Campaigning may begin once the relevant members have been briefed on the campaign rules outlined in Bye-Laws 8:2 to 8:17
2. Campaigners must take reasonable steps to ensure that their supporter's actions comply with the campaign rules at all times and must be able to demonstrate this in the event of a complaint against them.
3. Campaigners may only alter, move or remove their own campaign materials.
4. Campaigners may only use mailing lists where lawful to do so. In most cases this will require the consent of the members on the list to use their details.
5. In the case of activity groups mailing lists are deemed to be owned by the membership of the group so committee approval is required in order to allow use of the list.
6. Campaigners must not prevent free and easy access to and within the Union Building when campaigning.
7. Campaigners must not communicate with voters in any way once they have begun to complete their ballot.
8. Bribes must not be offered as part of any campaign.
9. The campaign budgets will be announced by the Returning Officer at the beginning of each academic year. These will be reimbursed by the Union in line with Bye-Laws 8:10 to 8:17.
10. Budgets exceeding £10 will only be reimbursed by the Union if the campaigner meets with staff from the Campaign and Democracy Support Office to discuss how to conduct an effective and responsible campaign.
11. Campaigners must not exceed their budget limits.
12. All campaigners must submit a written list of all campaign costs with corresponding receipts to the Campaign and Democracy Support Office within one hour of the close of voting. If candidates do not spend any money during the course of their campaign this must be made clear on the submission.
13. All materials used by a campaigner must be included within their statement of expenditure with an estimated market rate.
14. Items freely and readily available to all campaigners can be used without itemisation.
15. Items that campaigners already own can be valued using a minimum price list available from the Campaign and Democracy Support office.

The Returning Officer will value items not on this list within one working day of the request for an evaluation.

16. All campaigners must adhere to the rules of behaviour on any LUU or University of Leeds premises.
17. Campaigners will be disqualified if they are found to have broken any of the rules outlined by Bye-Laws 8:2 to 8:16.
18. These Bye-Laws only apply to campaigning that is taking place as part of an election, referendum or petition.

Bye-Law (9): The Returning Officer and Appeals Process

1. The Board of Trustees will appoint and have the sole power to dismiss the Returning Officer.
2. The Returning Officer will take sole responsibility for interpretation of the Bye-laws. Where there is non-compliance the Returning Officer shall see that the matter is taken to be addressed through any formal procedures that exist under these Bye-laws. If the act of non-compliance is not covered by any procedure then the Returning Officer may take action. Unless otherwise stated the Returning Officer's decision shall be subject to appeal to the Board of Trustees. Bye-Laws.
3. If the Returning Officer is unable to fulfil this role then a nominee of the Returning Officer will administer the Bye-Laws in their place.
4. The Returning Officer role may be carried out by any of the following:
 - (i) An NUS staff member
 - (ii) The Presiding or Deputy Returning Officer of Leeds City Council
 - (iii) A nominee of the University of Leeds
 - (iv) A senior staff member of another students' union
5. For a complaint regarding an alleged breach of the Bye-Laws to be investigated, it must be made to the Returning Officer. The complaint must be in writing and specify the grounds for complaint.
6. All complaints must be submitted to the Union's Campaign and Democracy Support office. A written response from the Returning Officer will be issued within one working day.
7. If the complaint is upheld then the Returning Officer has the right to take disciplinary action in accordance with Bye-Law 8.17.
8. If the Returning Officer believes the offence to have fundamentally damaged the integrity of a vote then they may also call for referendum, petition or election to be rerun as soon as is considered reasonably practical by the Campaign and Democracy Support team.
9. All complaints regarding campaigning must be made before the beginning of the count.
10. The Returning Officers rulings shall take immediate effect.
11. Appeals against the Returning Officer's rulings regarding election, petition or referendum campaigning must be made within one working day of the ruling being made, within 24 hours of the close of voting and before the beginning of the count. This appeal must be made in writing to the Campaign and Democracy Support office stating the desired outcome and the grounds for appeal.

12. These appeals will be heard at the next available Union Forum following the process outlined in Bye-Law 2:37.
13. The student panel will vote to decide whether or not to uphold the appeal using a secret ballot.
14. The Forum Facilitator will use their discretion to decide who should be present at the hearing and provide those in attendance the opportunity to identify a conflict of interest on the student panel
15. The appeal will be upheld if a simple majority of the Student Panel vote in favour of doing so.
16. The decision of a student panel on an appeal is final and cannot be appealed further within LUU.

Bye-Law (10): The Student Executive

Definition

1. The Student Executive shall be made up of all the Officer Trustees as defined in the Memorandum and Articles of Association. If elected to be a Student Executive Officer that person shall automatically become an Officer Trustee. The Student Executive is the name in these Bye-Laws given to the Executive Committee in the Memorandum and Articles of Association.
2. There shall be the following Officer Trustees:
 - (i) Activities Officer
 - (ii) Community Officer
 - (iii) Communications & Internal Affairs Officer
 - (iv) Education Officer
 - (v) Equality & Diversity Officer
 - (vi) Welfare Officer

Conditions

3. Officer Trustees shall remain in office in accordance with Articles 31-32 of the Memorandum and Articles of Association.
4. Once elected, Officer Trustees shall be granted all the privileges of Union membership, except that they may only stand for positions as outlined in Bye-Law 12.
5. Officer Trustees must be a Member at the time of their election.
6. If Officer Trustees wish to campaign for other students during an election they must do so in their own time using only their personal resources.
7. Unless stated otherwise, the Student Executive will make decisions using a simple majority of the six members.

Collective Duties of Officer Trustees

8. To be trustees in the capacity of Officer Trustees on the Board of Trustees.
9. To campaign and consult members on their views and speak on their behalf.
10. To promote and defend the rights of members.

11. To implement and uphold Union policy.
12. To be responsible both to and for the Student Executive as a whole.
13. To ensure the Union membership are kept up to date on the actions of the Student Executive.
14. To support, where appropriate, other student representatives in the fulfilment of their roles.
15. To liaise with external organisations appropriate to individual roles.

Duties of the Activities Officer

16. To represent all the Union Activity Groups.
17. To collaboratively work as part of the Activities Executive to establish and oversee a fair and impartial funding procedure for Activity Groups. Such procedure to be in writing and accessible to all students.
18. To work with activities development staff in the Union and University.
19. To oversee the development of the range of facilities available for Union Activities.
20. To oversee the Varsity competition alongside student representatives from Leeds Metropolitan University, and the Christie Championship, alongside student representatives from Manchester and Liverpool Universities.
21. To represent Members to the University on Union Activity matters, including sitting on the relevant committees of the University.
22. To represent Members to regional and national organizations on all issues relating to student activities.

Duties of the Community Officer

23. To oversee the LUU community strategy.
24. To represent students on issues of safety, crime, housing & accommodation, transport and sustainability issues both within the University and the local community.

25. To respond to current issues affecting students in the community by representing students and leading campaigns.

26. To work to build positive links and mutual understanding between students and other local residents in the community.

Duties of the Communications & Internal Affairs Officer

27. To chair the Board of Trustees.

28. To chair the Student Executive meetings.

29. To communicate with the membership regarding the activities of the Union.

30. To be the lead spokesperson of the Union to the media and other external bodies.

31. To act as NUSSL Liaison Officer.

32. To represent the Union on University committees related to general student issues.

33. To liaise with the Chief Executive to ensure effective running of the organisation.

Duties of the Education Officer

34. To represent students' views and liaise with the University and external bodies on educational matters.

35. To oversee student support and representation on educational issues.

36. To liaise with the Medical Students' Representative Council.

37. To lead the Union's delegation to the University Senate.

Duties of the Equality & Diversity Officer

38. To monitor and update Union policy on equality and diversity matters.

39. To ensure University services and policies fully reflect the diversity of student needs.

40. To promote and campaign for equal opportunities within the University, Union and the wider community.

41. To liaise with national, regional and local organizations on issues of equality and diversity.

Duties of the Welfare Officer

42. To represent students on relevant University committees.

43. To work with the University on matters affecting University owned student accommodation.

44. To work actively with local and regional NHS bodies and external bodies on matters affecting student health.

45. To lobby and campaign to ensure sufficient provision is available for students' general, sexual and mental health.

46. To lobby and campaign to ensure sufficient provisions are available in the areas of financial and debt management.

Removal of Officer Trustees

47. Student Executive Officers can only be removed in accordance with Articles 35 to 37 of the Memorandum and Articles of Association.

Bye-Law (11) Student Activities

Definition of Student Activities

1. The Student Activities of LUU comprises student Groups formed and coordinated under the direction of LUU and monitored by Student Activity Executive including the following assemblies: Faith and Cultural; General Interest; Political and Campaigning; Performing; Media; Sport; Outdoor Activities; Martial Arts; Dance; Departmental and Volunteering.

The Activities Executive

2. The members of activity Groups in each assembly shall elect an assembly representative to the Activities Executive. The Activities Executive will:
 - (i) Attend the Better Union Forum
 - (ii) Take it in turns to chair fortnightly meetings during term time
 - (iii) Chair a minimum of five assembly meetings per year
 - (iv) Represent their assembly's views at all meetings
 - (v) Give guidance and support to the Activities Officer
 - (vi) Monitor and receive reports from the Activities Officer
 - (vii) Hold the Activities Officer to account
 - (viii) Assist in the organisation of events and campaigns
3. The Activities Executive shall have the power to:
 - (i) Form LUU Activity Groups, at the request of members, which will fall under the Activity Groups listed above.
 - (ii) To grant emergency funding.
 - (iii) To award the annual Riley awards.
 - (iv) To allocate the Activities annual funding budget, subject to the ruling of Audit and Risk Committee outlined by Bye-Law (14)
 - (v) To oversee the discipline of Student Activities Groups as detailed by Bye-Law(16) Disciplinary Procedures.

Guidelines for Clubs and Societies

4. Groups will always remain constituent parts of the Union and are subject to the day to day rulings of Union Forums, Referendum and the Board of Trustees.
5. Groups shall have the right to use space in the Union building.

6. Groups shall be eligible to receive financial assistance from the Union in the semester following their creation.
7. Groups shall have a constitution which includes all the provisions in the sample Constitution and which cannot be amended to counter the spirit and intentions of these provisions.
8. The Activities Officer will approve changes to the sample constitution. The Activities Officer's decision can be appealed to the Activities Executive.
9. Membership of Groups shall only be open to members of the Union except at the discretion of the Student Activities Executive and on payment of an appropriate fee.
10. Non-members joining Groups shall be specifically excluded from holding office as a President, Treasurer or Secretary on a committee. Non-members will be excluded from this rule where a specific level of experience or qualification is required that no member holds to lead the activity safely.

Formation of Activities

11. Activity formation applications must be presented to the Activities Executive for approval.
12. Applications for formation must state the name, aims and objectives of the proposed Group and include the name, address, student number and signatures of the President/Captain, Treasurer and Secretary.
13. A petition in support of the group listing the names, student numbers and signatures of 20 Union members who would wish to join that group will accompany applications for formation.
14. Any new activity Group will be expected to hold an initial event that would demonstrate their aims before they submit their application to the Activities Executive.
15. Any Group whose membership falls below 15 members will have their activities and funds frozen until their activity membership exceeds that number. If after six months the Activity Group still has fewer than 15

members then the Activities Executive may rule that the Group will no longer be recognised by the Union.

16. On dissolution all assets and monies of the Group revert to the Union.

17. Any data held by the Union about the Group will adhere to LUU's data policy and the Data Protection Act.

Responsibilities of the Club/Society

18. The captain/president of the Group has the responsibility to ensure that the Union has up to date details of the committee and must provide LUU with required information.

19. The Union will keep membership lists in order to assess Groups' viability. This information will not be disclosed to any third party without consent.

20. The Group must have an elected president/captain, secretary and treasurer in office.

21. Committee members will be held accountable for the actions of their Group under the remit of Bye-Law (16) – Disciplinary Procedure

22. Groups must use the appointed Student Activities cash office for all financial transactions and must abide by the Union's financial procedures.

23. Groups may not hold any external bank account.

24. Groups must promote the views, interests and organise activities of common concern for members of the group.

25. The Group's president or captain will consult the members of his or her group and attend assembly meetings to speak on their behalf. The president/ captain may delegate this responsibility to another member of the Group.

Leeds Student Newspaper

26. There shall be a Leeds Student Newspaper.

Bye-Law (12): Union Representatives

Union Representatives on University Committees

1. University Council

- (i) Education Officer
- (ii) Communications & Internal Affairs Officer

2. University Court

- (i) Five members of the Student Executive

3. University Senate

- (i) One taught student representative from each of the University's nine faculties
- (ii) The six members of the Student Executive
- (iii) Two research postgraduate representatives
- (iv) Two members elected by cross-campus ballot outlined in Bye-Law 6

4. Other University Committees

- (i) Union representatives on all other University Committees shall be nominated by the Student Executive who shall retain a publicly accessible list of these representatives.

Union Representatives at NUS National, Zone and Extraordinary Conference

- 5. The delegation is open to all Members and shall be decided by cross campus ballot.
- 6. Delegates will vote in line with Union Policy
- 7. Following the election of LUU representatives, the delegates will elect a Delegation Leader.
- 8. Following NUS National Conference the Delegation Leader will provide a report to the relevant Union Forum(s).
- 9. Should there be a delegate vacancy at the point of registering for NUS conferences, delegates may be approved at the Better Union Forum.

Union Representatives at NUS Liberation Conferences

10. Liberation Conference delegations shall be elected by the self-defining members of the relevant activity groups.
11. The members of relevant activity groups will elect delegates to demographic specific NUS conferences such as international, mature or postgraduate NUS conference.
12. Following a Conference the delegates shall provide a report to the relevant Union Forum.

Bye-Law (13): Annual General Meetings

Regulations for Annual General Meetings

1. Annual General Meetings shall be called and conducted in accordance with Articles 14-30.
2. The agenda must be published at least five working days before the date of the meeting and must be made generally available.
3. The order of business shall not be subject to suspension and business shall be dealt with in the prescribed order.
4. No member who can show their current Union card may be excluded from the meeting nor any part of it except those with suspended privileges at the time of the meeting. The Chair shall have the power to remove any Member who is preventing the meeting from proceeding in a fair and democratic manner or otherwise in accordance with these Bye-Laws.
5. Persons who are not members of the Union or Trustees may only be present at a general meeting at the discretion of the Chair.
6. The Chair shall have the authority to give a ruling on the provisions of the standing Orders set out in rules 9 to 13 of this Bye-Law and shall decide the right of priority in speaking.
7. Members shall address speeches and comments through the Chair.
8. Points of information may be made at the discretion of the member speaking.

Standing Orders for Annual General Meetings

9. Minutes of the previous Annual General Meetings for ratification as a true and accurate record.

10. Trustees' Report

11. Receiving the Accounts

12. Appointment of the Auditors

13. Open questions to the Trustees by the Members

Bye-Law (14): Sub-Committees of the Board

Appointments and Governance Committee

Purpose

1. The Appointments and Governance Committee will assist the Board by taking responsibility for identifying, and proposing Student Trustees and Co-opted Trustees in accordance with Articles 33 and 34 of the Memorandum and Articles of Association and for the induction, support and development of all Trustees. The Appointments and Governance Committee assists the Board in its governance functions.

Membership

2. The Appointments and Governance Committee will consist of not less than 5 Trustees appointed by the Board with the Chief Executive in attendance in an advisory capacity and not entitled to vote. The Chair of Trustees is ex-officio a member of the Appointments and Governance Committee. The committee can also recruit a maximum of four external experts where appropriate for a fixed period of no longer than four years.

3. The appointments panel which interviews prospective Trustee candidates shall consist of an Independent Student, the Chair of the Board, a Co-opted Trustee and University Nominee. The Chief Executive shall be in attendance in an advisory capacity only.

Proceedings

4. The Board will appoint the Chair of the Appointments and Governance Committee

5. A quorum will be at least 3 Trustees one of whom must be the Chair of the Appointments and Governance Committee or the Chair of Trustees.

6. Any Trustee may attend, but not vote at, a meeting of the Appointments and Governance Committee, even where he or she is not a formally appointed member of the Committee.

7. The Appointments and Governance Committee will report back after each meeting to the Board.

Remit

8. To carry out regular skills, experience and diversity audits of the Board and identify the skills, experience, characteristics and backgrounds that are needed to carry out the trustee role effectively and to provide high quality effective governance.

9. To prepare job descriptions, person specifications and an information pack for prospective Student Trustees and Co-opted Trustees and to be open about the time commitments involved and what is expected of each Trustee. It is essential that prospective Trustee Board members share the Union's mission and values; are team players; and can be constructively challenging and independently minded.

10. To prepare a recruitment plan and timetable, and to consider whether vacancies should be advertised internally, through newsletters, the internet etc, advertised externally, through the web, local or national press or in specialist journals if specialist skills are needed.

11. To identify for the Board's approval a list of prospective Student Trustees and Co-opted Trustees.

12. To meet the prospective Trustees, to scrutinize their suitability and to make recommendations to the Board.

13. To inform successful and unsuccessful candidates.

14. To induct, mentor and involve new Trustees.

15. To appoint the Chief Executive.

Audit and Risk Committee

Purpose

16. To review and oversee the financial strategy of LUU.

17. To ensure that the Union complies with all relevant Laws and regulations and that an internal system of accountability is formally set up.

18. To review and consider appropriate methods of controlling the Union's activities (financial and otherwise).

19. To analyze and manage the Union's overall risk profile.

Membership

20. The Committee shall consist of at least 3 trustees appointed by the Board and a minimum of 2 and a maximum of 3 external members who will be individuals of appropriate skills and expertise (of which at least one individual will be independent and not otherwise associated with the Union). The Chief Executive, the Director of Resources, and Deputy Chief Executive shall be in attendance but not entitled to vote.

21. Trustees may be members of the Audit and Risk Committee but only for as long as they remain Trustees.

22. External members may not serve for more than 4 years.

23. The External Auditor shall be invited for the duration of his / her company's contract with LUU to attend meetings of the Audit & Risk Committee if there should be any matter they wish to bring to the attention of the Committee.

Proceedings

24. The Board will appoint the Chair of the Audit and Risk Committee.

25. The quorum of the Committee shall be 3 members and shall meet at least 4 times per year.

26. Any Trustee may attend, but not vote at, a meeting of the Audit and Risk Committee, even where he or she is not a formally appointed member of the Committee.

27. The Audit and Risk Committee may require the attendance of any Officer Trustee or employee of the Union to report on any matter raised by the Audit and Risk Committee, and may appoint or instruct any external professional advisor, legal or otherwise, to assist with its functions.

28. The Audit and Risk Committee may review, investigate or analyze on behalf of the Board any matter or issue which may threaten or adversely impact the Union's objects and governing documents, operations, assets, compliance with applicable Law and regulations, records, data and overall reputation.

Remit

29. To review the risk profile of the Union and any existing audit framework (both internal and external).

30. To structure and recommend to the Board appropriate levels of internal and external audit systems.

31. To monitor the performance of existing audit systems and to present regular reports to the Board in respect of the results of any auditing exercise.

32. To advise on and ensure that audit checks are carried out in all key areas of the Union's operations: in particular, legal, financial and tax management, investment policies and performance, health and safety insurance.

33. To promote a culture of accountability throughout the Union's operations and among its staff and members.

34. To review and advise the Board in respect of any matter which threatens or carries a material risk for the Union.

35. To institute and monitor any special or ad-hoc audit or investigation, providing a report of its findings to the Board.

36. To offer an ultimate port of call for the more urgent or sensitive concerns raised in respect of the Union's integrity, financial and otherwise.

37. To liaise with external auditors and promote a more efficient and co-ordinated audit process involving internal and external auditors.

38. To appoint other professional advisers where necessary and request specialist advice as may be required to perform its role effectively.

39. To make other decisions of a financial nature but only as delegated by the Board.

40. To monitor frequency and scope of external audits.

41. To advise the Board on the appointment and to monitor the performance of external auditors.

42. To review existing arrangements of external auditors (and their terms of business/engagement) and to advise on tenders if appropriate.

43. To liaise with external auditors and review the preparation of the audit report.

44. To co-ordinate the relationship between the Board and external auditors.

45. To review the documentation provided by the Board to external auditors, for the preparation of the charity's statutory accounts and other financial statements.

HR and Remuneration Committee

Purpose

46. To recommend and oversee the implementation of LUU's HR strategy

47. To oversee amendments to employee policies.

48. To oversee the Union wide pay award.

49. To agree the pay award for the Chief Executive.

Membership

50. The committee shall consist of 3 Trustees appointed by the Board and a minimum of 2 and a maximum of 3 external members who will be individuals of appropriate skills and expertise. The Chief Executive, Director of Resources and the HR Manager shall be in attendance but not entitled to vote..

51. Trustees may be members of the HR and Remuneration Committee but only for as long as they remain Trustees.

52. External members may not serve for more than 4 years.

Proceedings

53. The Board will appoint the Chair of the HR and Remuneration Committee.

54. The quorum of the Committee shall be 3 and it shall meet at least 4 times per year. The Chief Executive shall not take part in any decision concerning his / her remuneration.

55. Any trustee may attend, but not vote at, a meeting of the HR and Remuneration Committee even where he or she is not a formally appointed member of the Committee.

56. The HR and Remuneration Committee will meet and report to the Trustee Board after each meeting or at any time it may be necessary or desirable.

57. The HR and Remuneration Committee may require the attendance of any Officer Trustees or employees of the Union to report on any matter raised by the HR and Remuneration Committee, and may appoint or instruct any external professional advisor, legal or otherwise to properly perform its functions.

58. The HR and Remuneration Committee may review, investigate or analyze on behalf of the Trustee Board any matter or issue which relates to human resources or remuneration.

Remit

59. To approve the Union wide pay award (e.g. cost of living and feedback on negotiations).

60. To oversee any significant changes to remuneration systems.

61. To agree the remuneration package of the Chief Executive.

62. To oversee amendments to employee policies.

63. To receive the results of the staff satisfaction survey and agree any subsequent action to be taken.

64. To receive reports concerning employment statistics e.g. disability, equal ops, working time directive, absence and agree any subsequent action to be taken.

65. To oversee compliance with current employment legislation.

Marketing and Development Committee

Purpose

66. To recommend and oversee the implementation of LUU's marketing and communications strategies.

67. To advise on marketing and development issues relating to the operating environment of LUU.

68. To advise on developments in fundraising.

Membership

69. The committee shall consist of 3 Trustees appointed by the Board, and a minimum of 2 and a maximum of 3 external members who will be individuals of appropriate skills and expertise. The Chief Executive, Director of Development, Membership Services Manager and Marketing Manager shall be in attendance but not entitled to vote.

70. Trustees may be members of the Marketing and Development Committee but only for as long as they remain Trustees.

71. External members may not serve for more than 4 years.

Proceedings

72. The Trustee Board will appoint the Chair of the Marketing and Development Committee.

73. The quorum of the Committee shall be 3 and it shall meet at least 3 times per year.

74. Any Trustee may attend, but not vote at, a meeting of the Marketing and Development Committee, even where he or she is not a formally appointed member of the Committee.

75. The Marketing and Development Committee will report to the Board after each meeting or at any time it may be necessary or desirable.

76. The Marketing and Development Committee may require the attendance of any Officer Trustee or employee of the Union to report on any matter raised by the Committee, and may appoint or instruct any external professional advisors to properly perform its functions.

Remit

77. To approve the Union communications strategy.

78. To agree the annual market research with members and stakeholders undertaken by LUU.

79. To receive the results of the annual member satisfaction survey and agree any subsequent action to be taken.

80. To oversee the cycle of strategic review processes including recommendations to the Board on stakeholder involvement.

81. To make recommendations to the Board in respect of new opportunities for fundraising development.

82. To receive reports concerning the changing operating environment which may impact LUU's strategic goals and agree any subsequent action to be taken.

83. To oversee the content and direction for corporate communications including the Annual Impact Report (or similar) and website.

84. To oversee compliance with current legislation relating to accessibility for LUU's communication.

Bye-Law (15): Complaints Procedure

1. Any student or group of students dissatisfied with their dealings with LUU has the right to make a complaint.
2. Students also have the right to make a complaint if they claim to have been unfairly disadvantaged as a result of opting out of LUU membership.
3. All complaints will be dealt with fairly and promptly and will be investigated according to the following stages:

Informal complaint

4. We expect that most complaints will be resolved via an informal discussion about the matter at the earliest opportunity. A student should therefore bring the matter to the attention of the Manager of the service, or Officer Trustee responsible for the area in question. This may be orally or in writing, including by electronic format or via the LUU Your Comments scheme.
5. The recipients of informal complaints are responsible for responding to them promptly and fairly. This would normally be within seven working days of receiving the complaint.
6. This is an informal stage and as such no written records would be kept if the matter is resolved at this point.

Formal complaint

7. If the complaint has not been satisfactorily resolved informally or if the nature of the complaint is serious, the complainant has the right to raise the matter as a formal complaint. Formal complaints may be made about a service or an individual or group within the Union.

Making a complaint

8. A formal complaint must be made in writing :

- (i) by personal letter or
- (ii) via email or
- (iii) by completing a standard complaint form.

9. Complaints should be addressed as follows:

(i) Where the complaint relates to the Chief Executive or an elected officer, other Trustee, or other elected representative of the Union, the complaint should be addressed to the Communications and Internal Affairs Officer. A complaint concerning the Communications and Internal Affairs Officer must be addressed to the Deputy Chair of Trustees.

(ii) All other complaints must be addressed to the Chief Executive, who may delegate responsibility for dealing with the complaint to an appropriate person.

10. Complaints will be considered valid if the complainant:

- (i) provides details of their name, address and telephone number
- (ii) provides details of the event or occurrence giving rise to the complaint
- (iii) raises the complaint within 10 working days of the event or occurrence giving grounds for complaint, unless there are exceptional circumstances.

Investigation of complaints addressed to the Chief Executive

11. Valid complaints will be investigated within 15 working days of receipt.

12. During the investigation stage the complainant and others involved may be asked to provide verbal evidence for clarification and additional information but no formal hearings will take place.

Investigation of complaints addressed to the Communications and Internal Affairs Officer, or Deputy Chair of Trustees

13. Valid complaints will be investigated within 15 working days of receipt.

14. The Communications and Internal Affairs Officer, or the Deputy Chair of Trustees, will investigate and during the investigation stage the complainant and others involved may be asked to provide verbal evidence for clarification and additional information but no formal hearings will take place.

Outcome of an investigation

15. The person conducting the investigation will determine:

- (i) all findings of fact and
- (ii) any mitigating circumstances and
- (iii) appropriate further action if any.

16. Where complaints are not upheld the complainant will be advised within five working days after completion of the investigation and informed of the right to raise the matter with the Independent Complaints Officer of the University of Leeds in accordance with the Education Act 1994 and as outlined in the in the Students Union: Codes and Procedures.

17. Where complaints are upheld, confirmation of this and that appropriate action will be taken will be confirmed in writing to the complainant.

18. Any disciplinary action to be taken will be done so according to the relevant LUU procedures which may include:

- (i) staff disciplinary procedures
- (ii) Bye-Law (16) Disciplinary Procedures
- (iii) Article 35 of the Memorandum and Articles of Association,
Removal of Trustees

Bye-Law (16): Disciplinary Procedure

1. This procedure outlines how LUU may take disciplinary action against individual members and/or Activity Groups. Punitive action taken against LUU Activity Groups or individual LUU members as a result of upheld complaints under Bye-Law (15): Complaints Procedure, will be in line with this disciplinary procedure.

2. Areas not covered by this procedure:

- (i) Alleged misconduct by LUU trustees will be dealt with under Articles 35, 36 and 37 of the Memorandum and Articles of Association
- (ii) Alleged misconduct in relation to elections or referendum will be dealt with under Bye-Laws (6) (8) and (9)
- (iii) Alleged misconduct that is subject to investigation by the Police may not be considered until that process has come to a conclusion
- (iv) Alleged misconduct by LUU staff will be dealt with under the staff disciplinary procedures

3. Types of misconduct falling within this procedure:

- (i) Threats of, or actual, physical or verbal abuse or harassment of staff, students, elected officials or members of the public on LUU premises
- (ii) Damage to LUU property or property of others whilst under LUU's control or on its premises
- (iii) Contravening LUU policy or procedures, or agreed protocols or procedures of the University of Leeds where these relate directly to LUU
- (iv) Any other conduct that may be considered detrimental to the interests, operation or reputation of LUU

Summary procedure

4. LUU Staff, who have responsibility for certain spaces within LUU, have the right to exclude a member or Activity Group from LUU premises when there is a genuine fear for the safety or wellbeing of staff and/or other members or customers or where there has been an allegation of harassment. When this happens, the Chief Executive, or their nominee, must be informed of the incident in writing at the next available opportunity and a decision will be made whether to continue this exclusion whilst the matter is investigated. At this stage the Chief Executive, or their nominee, will also consider whether this exclusion needs to be extended to other services or facilities within LUU. The matter will then be referred for investigation. The excluded member or Group will be informed of the outcome of this stage immediately.

Investigation

Alleged misconduct involving individual members

5. The Chief Executive, or nominee, will investigate the matter within ten working days of being notified of an incident. The member concerned will be given an opportunity to put his/her case to the Chief Executive or their nominee.

6. The Chief Executive, or nominee, will then make a recommendation on the matter to the Communications and Internal Affairs Officer as follows:

- (i) To dismiss the case or
- (ii) To impose a penalty as outlined in Bye-Laws 16:11 to 16:14 or
- (iii) To report the matter to the University to be dealt with under the University disciplinary procedures

7. The Communications and Internal Affairs Officer will consider the recommendation and come to a decision. The member concerned will be informed of the decision in writing within fifteen working days of the date the matter was raised with the Chief Executive. The written notification will include details of the opportunity to appeal.

Alleged misconduct involving activity groups

8. The Student Activities Manager, or their nominee, will investigate the matter within ten working days of being notified of an incident and will prepare a case to be heard by the Activities Executive. The Activity Group's committee will be interviewed as part of this process. The Activity Group will be given the opportunity to put their views in writing for the Activities Executive.

9. The Student Activities Manager, or their nominee, will make a recommendation to the Activities Executive as follows:

- (i) To dismiss the case or
- (ii) To impose a penalty as outlined in Bye-Law 16:15 and 16:16. or
- (iii) To refer individual group members to be considered under Bye-Laws 16:5 to 16:7
- (iv) To report the matter to the University to be dealt with under the University disciplinary procedures

10. The Activities Executive will consider the recommendation at their next scheduled meeting and come to a decision. The Group will be given written notification of this decision in by the Chair of the Activities Executive within two working days of the date of the meeting. The written notification will include details of the opportunity to appeal.

Penalties relating to individual members

11. For minor offences penalties may include an apology and a short exclusion from use of a service or activity.

12. For more serious offences penalties may include an apology, a ban from use of a service or activity and a fine to cover any direct costs incurred to LUU for example from damage to property.

13. In the most serious cases there may also be consideration of expulsion from membership of LUJ under article 11.4 of the Memorandum and Articles of Association.

14. When Bye-Law 16:13 is being invoked the incident will be reported to the University of Leeds for consideration under the Student Disciplinary Procedure which can ultimately result in exclusion from the University.

Penalties relating to Activity Groups

15. For minor offences penalties may include an apology and a short exclusion from use of rooms, venues and/or transport.

16. For more serious offences, penalties may include:

- (i) Exclusion from (and cancellation of) use of rooms, venues and/or transport and/or
- (ii) Freezing of activity group accounts and/or
- (iii) Fines and/or
- (iv) In respect of sports groups, match bans and/or
- (v) Other penalties that are deemed relevant and appropriate to the offence

Bye-Law (17): Discipline and Appeals

Disciplinary Appeals Body

Purpose

1. To act as an appeals body for those individual members (or Activity Groups) dissatisfied with the action taken under Bye-Law (16): Disciplinary Procedure.

Composition

2. The Welfare Officer (Or if the Officer is unable to fulfill this role another Officer Trustee)

3. One other Officer Trustee

4. One Student Trustee

Convocation

5. The chair of the meeting shall be the Welfare Officer.

6. The Welfare Officer must call a meeting within seven days of any decision being brought before Disciplinary Appeals Body.

Duties

7. To have jurisdiction over members of the Union and over persons using Union facilities and resources.

8. To have final jurisdiction over the decisions of Activities Executive affecting individual members.

9. To report all decisions of the Disciplinary Appeals Body to Better Union Forum.

Powers

10. To uphold or repeal disciplinary decisions following a decision made in accordance with Bye-Law (16): Disciplinary Procedure.

11. To require the attendance at Disciplinary Appeals Body of any Member.

12. Non-compliance is an offence and may lead to further disciplinary action.

Regulations

13. All Members must declare any interests that they have regarding the case.

14. No Member may sit on the committee if the issue under consideration concerns activities or person that they may be involved with.

15. Quorum is a full complement of members as outlined above.

Procedures

16. Any member of the Union may appeal against a decision made in accordance with Bye-Law (16): Disciplinary procedure.

17. The appellant must be informed of:

- (i) The relevant sections of the Articles or Bye-Laws
- (ii) The factual details of the decision
- (iii) The time, date and place of the hearing
- (iv) The necessity to produce all witnesses at the time of the hearing

18. Both the appellant and the LUU Representative must be present for the meeting to proceed.

19. In the absence of either party the meeting shall adjourn and the Chair shall investigate the reasons for absence.

20. Following an investigation by the Chair the meeting shall be reconvened and may proceed at the discretion of Disciplinary Appeals Body and any of the parties may have the right to appoint another member as their representative.

21. The appellant, or their representative, will present the case. Legally qualified representatives will not normally be permitted.

22. All parties have the right to question each other under the direction of the Chair.

23. Disciplinary Appeals Body will consider their decision in camera.

24. Disciplinary Appeals Body shall reach its decision by simple majority.

25. The Chair shall notify the parties immediately of the Body's decision.

Appeal of Removal as a Trustee – Appeals Body

26. In accordance with Article 38 of the Memorandum and Articles of Association, a Trustee removed in accordance with Article 37 shall be entitled to appeal the decision to remove him or her to an Appeal Body. The Trustee appealing shall be called "the Appellant".

27. The Appellant has the right to appeal against a decision of the Trustees provided s/he lodges his or her appeal in writing with the Chief Executive not more than 14 days after the receipt of the written notice of the decision of the Trustees.

28. The appeal should contain a statement of the grounds upon which the appeal is brought and of the facts and matters relied upon.

29. If an appeal is lodged within time the decision to dismiss the Appellant shall not take effect until the final determination of the matter.

Notification of hearing and exchange of information

30. The Appellant shall be given at least 21 days' written notice of the date, time and place of the appeal hearing.

31. At least 14 days prior to the date of the hearing, the Appellant shall confirm:

- (i) whether or not s/he intends to attend the hearing and, if so, the name of any person who will be accompanying or representing him or her
- (ii) if s/he intends to seek the agreement of the Appeals Body to submit any such fresh evidence that s/he wishes to rely upon

32. At least 7 days prior to the date of the hearing, the Union shall provide the Appellant with any further evidence which it wishes to rely upon.

33. Neither party shall without the consent of the other or the permission of the Appeals Body rely on any statement of document other than those provided or identified under Bye-Laws 17:28 and 17.31.

Composition of the Appeals Body

34. The Appeals Body shall be made up as constituted under Article 38.2. The membership of the Appeals Body shall be decided by the Returning Officer outlined in Bye-Law (9) and a University nominee. The members of The Appeals Body should not have had any substantive involvement in the

matter under appeal. Their relationship with the Appellant should not give rise to any conflict of interest.

The parties in proceedings before the Appeals Body

35. The Appellant shall be entitled to be accompanied or represented by one other person of his or her own choice except where, in the opinion of the Chair of the Appeal Body, such person has a conflict of interest.

36. The Chair of the Trustees shall act on behalf of the Union as the Respondent to the appeal and for this purpose may instruct a representative.

Procedure before the Appeals Body

37. The function of the Appeals Body is to review the reasonableness of the decision to dismiss the Appellant. On the appeal, the Appeals Body will consider the documents, statements and other evidence produced to the original Trustee meeting. The Appeals Body shall not interview or cross examine any witnesses.

38. The hearing of an appeal shall be conducted in accordance with Bye-Laws 17:35, 17:36 and 17:37 except where to do so would be inconvenient or unjust, in which case the Chair of the Appeals Body may modify the procedure to the extent that s/he deems necessary provided that the result is fair to the Appellant.

Courses of action which the Appeals Body may take

39. The courses of action which the Appeals Body may take are:

(i) To uphold the appeal; or

(ii). To reject the appeal.

40. Within seven days, the Chief Executive will notify the Appellant, in writing of the decision of the Appeals Body.

The absence of the Appellant

41. If at the Appeal hearing, the Appellant is not present or represented, the Appeals Body may proceed to consider the matter in the Appellant's absence if it is satisfied that notice was properly served upon him or her in accordance with Bye-Law 17:30.

Order of proceedings

42. The order of proceedings for the Appeals Body meeting, unless the Chair otherwise directs, will be as follows:

43. Submissions by or on behalf of the Appellant.

44. Submissions by or on behalf of the Respondent.

45. Consideration of the evidence by the Appeals Body.

46. Closing submissions by or on behalf of the Appellant.

47. Closing submissions by or on behalf of the Respondent.