



CAMBRIDGE SU BY-LAWS

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BY LAW 1: STUDENT COUNCIL

1. Duties

- 1.1 The duties of the Student Council shall be to:
 - 1.1.1 In accordance with Article 46.1.2, consider proposed Policy of the Union and set the policy of the Union or refer Policy to referendum or to Student Members' Meetings;
 - 1.1.2 Continuously review and develop Policy of the Union;
 - 1.1.3 Mandate actions from the Executive Committee and the Sabbatical Officers;
 - 1.1.4 In accordance with the Articles of Association, make, repeal and amend the By-Laws jointly with the Trustees;
 - 1.1.5 In accordance with Article 46.1.4, receive reports from the Board of Trustees, and where appropriate ratify proposals from the Board of Trustees;
 - 1.1.6 Receive and scrutinise reports from the Officer Scrutiny Panel; and
 - 1.1.7 Take on any other role provided for by the Articles or By-Laws.

2. Meetings

- 2.1 The Chair shall publicise the date and time of the meeting and the deadline for the submission of Motions and Amendments to each voting member of Council at least 10 days before the meeting.
- 2.2 There shall ordinarily be five meetings of the Student Council; two in Michaelmas term, two in Lent term, and one in Easter term.
 - 2.2.1 All meetings shall be held within Full Term.
 - 2.2.2 The final two weeks of Lent term shall not ordinarily include a meeting of the Student Council, to ensure space for the annual Student Member Meeting. The remainder of the term's meetings shall be scheduled to ensure this.
- 2.3 All ordinary motions and reports to the Student Council must be submitted no later than six days in advance of the meeting.

- 2.4. All amendments to motions must be submitted no later than noon on the day of the meeting.

3. Membership and Attendance

- 3.1. The Student Council will consist of:
 - 3.1.1. The members of the Union's Executive Committee, including;
 - 3.1.1.1. The Sabbatical Officers as defined in By-Law 3 - The Sabbatical Officers (henceforth 'Sabbatical Officers');
 - 3.1.1.2. Twelve representatives from the committees of Representative Student Groups as defined in By-Law 4 - Executive Committee (henceforth 'Student Group Representatives'). These shall be made up as follows:
 - 3.1.1.2.1. Two representatives (one Postgraduate and one Undergraduate) from the committees of Representative Student Groups for each of the categories listed in Clause 2 of By-Law 4 - Executive Committee.
 - 3.1.1.2.1.1. For the avoidance of doubt, these shall be the same representatives who are members of the Executive Committee, elected at the final Student Council of Easter Term.
 - 3.1.1.3. Two representatives of the students of each College of the University of Cambridge (henceforth 'College Representatives');
 - 3.1.1.3.1. There shall be one Undergraduate and one Postgraduate representative from each college, ordinarily from each of their respective student representative bodies (e.g. Common Room).
 - 3.1.1.3.2. For colleges without Undergraduate members, they will be entitled to two Postgraduate Student Member representatives.
 - 3.1.1.4. Twelve School-level Student Academic Representatives.
 - 3.1.1.4.1. Each School shall be represented by one Undergraduate and one Postgraduate representative.
- 3.2. All Council members should either attend Council in person or send a substitute (proxy) by providing written notification to the Chair. Notification must reach

the Chair before the start of the meeting. The substitute must be a Student Member. Council members should inform their constituents of any instance of proxy voting on their behalf. The following restrictions apply:

- 3.2.1. An Undergraduate member may only send an Undergraduate member as their proxy, and a Postgraduate member may only send a Postgraduate member as their proxy;
- 3.2.2. Sabbatical Officers are prohibited from sending a proxy in their place to act and vote on their behalf;
- 3.2.3. Student Group Representatives may only select a proxy who is a committee member of the respective Representative Student Group;
- 3.2.4. College Representatives may only send a proxy who is a Student Member of their constituent Common Room;
- 3.2.5. School-Level Student Academic Representatives may only send a proxy who belongs to their School constituency.
- 3.3. If a voting member fails to attend three consecutive Student Council meetings, their membership will cease to be counted towards quoracy calculations, until a voting member representing that same constituency attends a Student Council meeting.

4. Responsibilities of Members

- 4.1. Members shall:
 - 4.1.1. Attend meetings of the Student Council.
 - 4.1.2. Represent their constituents at the Student Council.
 - 4.1.3. Inform their constituency of the work of the Students' Union, and in particular of the matters discussed at Student Council.
 - 4.1.4. Inform the Students' Union of issues affecting students from their constituency.

5. Quorum

- 5.1. Quorum of the Student Council shall ordinarily be:
 - 5.1.1. A number of Undergraduate voting members present equal to or greater than one quarter of the total number of Undergraduate voting members; and

- 5.1.2. A number of Postgraduate voting members present equal to or greater than one quarter of the total number of Postgraduate voting members.
- 5.2. If the quorum of the Student Council has not been met 15 minutes after the start of the meeting, the meeting shall be non-quorate.
- 5.3. Non-quorate meetings may continue for discussion and reporting, but all items requiring a vote of the Council shall be deferred to the next scheduled meeting.
- 5.4. In accordance with Clause 3.3, quoracy calculations may be adjusted if repeat non-attendance occurs.

6. Voting

- 6.1. Only voting members of the Council, and their approved proxies, can vote.
- 6.2. Where a simple majority is required for the passage of a motion, this shall be taken to mean that those voting in favour outnumber those voting against, regardless of those abstaining.
- 6.3. Where a two-thirds majority is required for the passage of a motion, this shall be taken to mean that those voting in favour outnumber those voting against by two to one, regardless of those abstaining.
- 6.4. A member of Council, or their proxy, may only vote on a motion if they are present during the taking of the vote.
- 6.5. No individual can exercise more than one vote on each motion at the Student Council.
- 6.6. All voting members may vote on any Motion or proposed resolution, subject to restrictions:
 - 6.6.1. No Member may vote on any Motion where the Motion seeks Council approval or ratification of their own report to the Council;
 - 6.6.2. No Member may vote on any Motion where the individual may receive financial benefit from a resolution; for the avoidance of doubt, this restriction shall apply to Sabbatical Officers, and any member who has been elected to be a Sabbatical Officer for the forthcoming year, on any Motion to decide the explicit remuneration that Member would receive. However, the restriction shall not apply to any Motion to ratify the budget more generally providing the remuneration of Sabbatical Officers for the forthcoming year had already been set.

7. The Chair

- 7.1. The Chair and Deputy Chair of the Student Council shall be elected at the Annual Student Members' Meeting in accordance with By-Law 6 - Student Members' Meetings.
- 7.2. The Student Council shall normally be chaired by the Chair. In the absence of the Chair, the Student Council shall normally then be chaired by Deputy Chair. In the absence of both the Chair and the Deputy Chair, Council may resolve to appoint a Chair who will be unable to exercise any votes while undertaking chairing duties.
- 7.3. Should a vacancy arise in the position of Chair or Deputy Chair, a by-election shall be held at the next meeting of the Student Council.
- 7.4. The Chair shall:
 - 7.4.1. be impartial and shall not participate in debate;
 - 7.4.2. ensure the debate is orderly, conducted in accordance with the By-Laws and may suspend debate for up to 5 minutes if the meeting becomes disorderly;
 - 7.4.3. not call the same speaker twice in a debate except to sum up or answer questions;
 - 7.4.4. ensure meeting discussion follows the order laid out in the meeting agenda;
 - 7.4.5. be required to rule on any part of the Articles of Association or By-Laws relating to the conduct of the meeting;
 - 7.4.6. advise the meeting, where necessary, of the law relating to students' unions, the Articles of Association and By-Laws, the protocol regarding employees or disciplinary provisions and on the implications of Procedural Motions, as appropriate;
 - 7.4.7. vacate the Chair, when their ruling has been challenged or a motion of 'no confidence' in their ability to Chair is being considered.

8. Agendas

- 8.1. Agendas are emailed to all Council members five days before the meeting. Paper copies will only be distributed to those who request them in advance.
- 8.2. Items on the agenda paper for Council appear in the following order:

- 8.2.1. Objections to the order of items
- 8.2.2. Approval of minutes from the previous meeting
- 8.2.3. Matters arising
- 8.2.4. Reports to Council
 - 8.2.4.1. Reports to the Council by the Officer Scrutiny Panel and the Trustee Board shall appear here.
- 8.2.5. Elections
- 8.2.6. Discussions
- 8.2.7. Amendments to governing documents
- 8.2.8. Motions
 - 8.2.8.1. Action motions shall precede policy motions, as outlined in 9.2.1.

9. Motions

- 9.1. There are three types of motions that can be considered at Council Meetings:
 - 9.1.1. Ordinary Motions, which must be submitted to the Chair by the standard deadline in Clause 2.3.
 - 9.1.2. Emergency Motions, which must be submitted to the Chair before the meeting. The Chair may accept an Emergency Motion only if the substance of the motion has arisen after the deadline for the submission of Ordinary Motions, and provided that the motion is not still being considered under the process for considering whether to refuse acceptance to the motion as under Clause 9.6.
 - 9.1.3. Procedural Motions, which affect the conduct of the meeting, as outlined in Clause 14.
 - 9.1.4. All Ordinary or Emergency Motions shall be identified as Policy Motions or Action Motions at the discretion of the Chair, when not clearly expressed in the content of the motion.
 - 9.1.4.1. Action motions shall set a position or mandate of the Union on behalf of Members, subject to Article 2 (Objects) of the Articles of Association, which may:
 - 9.1.4.1.1. Mandate ensuing and time-constrained activity to be

undertaken or overseen by Union representatives or specific groups;

- 9.1.4.1.2. Commit resources to mandated activity.
- 9.1.4.2. Actions shall stay in effect for the time period specified in the policy or until the Student Council has been notified of the completion of the relevant mandated activity.
- 9.1.4.3. The scope of Policy motions is laid out in By-Law 2 - Policy of the Union.
- 9.2. An Ordinary or Emergency Motion must be submitted in writing or by email. It can be proposed by:
 - 9.2.1. two Student Members of the Union, named as the Proposer and the Secunder; or,
 - 9.2.2. the Board of Trustees; or,
 - 9.2.3. a Standing Body of the Union.
- 9.3. Motions shall be less than 500 words in length.
- 9.4. Motions that must be considered at two consecutive Council Meetings:
 - 9.4.1. Policy motions
 - 9.4.1.1. These motions shall be listed for "note and questions" at the first meeting, to allow members to consult their constituents on the substance of the motion. It will then be listed for discussion and vote at the second meeting.
- 9.5. It is the responsibility of the Council Chair to ensure motions requiring ratification proceed to a second vote if one is required.
- 9.6. The Chair will refuse acceptance to any Motion that contains unlawful speech, and otherwise will act in accordance with advice from the Board of Trustees regarding whether to refuse acceptance to any Motion. In advising the Chair, the Board will act in compliance with all relevant legislation and in the Union's best interests.
- 9.7. Submitted motions that call for concrete, verifiable Executive action to be taken should specify the team, officer, or body to be charged with carrying out the action. If a motion is passed which does not designate an agent, the Presidents shall be responsible for assigning the motion's tasks or campaign area.
- 9.8. Motions should be written in three parts:
 - 9.8.1. Facts about the Motion's substance (under "Student Council Notes");

- 9.8.2. The stance that should be taken (under “Student Council Believes”); and,
- 9.8.3. The concrete actions and mandates which will come from assent to the Motion (under “Student Council Resolves”).

10. Amendments

- 10.1. Amendments to Motions shall be submitted to the Chair. Amendments shall be treated in the same way as Motions in determining their refusal or acceptance under Clause 9.6.
- 10.2. Amendments can be accepted as “friendly” (i.e. acceptable) by a Motion’s proposers at any time (and therefore taken immediately into the text of the main Motion). At the Chair’s discretion, proposed friendly amendments may instead be debated and voted on in the usual way, should they be deemed to substantially change the substance of the motion.
- 10.3. Amendments may not themselves be amended during debate, except by the request of the proposing speaker.

11. Conduct at Student Council

- 11.1. Student Members should not fall below the minimum standards of conduct and behaviour expected of all Student Members, as under By-Law 18 - Member Code of Conduct). The Chair shall ask any such conduct to cease, and anyone continuing to engage in such behaviour shall be asked to leave the meeting.
- 11.2. Any Student Member present has the right not to be photographed, filmed, or recorded electronically at a Student Council meeting, and shall notify the Chair if they wish to exercise this right.

12. Debate on Ordinary and Emergency Motions

- 12.1. The debating process shall ordinarily consist of motions (presented as paperwork), speeches (referring to spoken presentations or written submissions), discussion and voting.
- 12.2. The proposer of the Motion (or someone they nominate) makes the proposing speech, unless:

- 12.2.1. The proposer does not wish to make a speech and has not nominated someone to make a speech on their behalf, in which case, at the discretion of the Chair, any Student Member present may be invited to propose the Motion.
- 12.2.2. The proposer submits a written version of a speech, which must be no longer than 500 words in length. It must be provided to the Chair in a format accessible to them and before the time of the Motion being proposed so that the Chair may read the speech to Members of the meeting at the appropriate time.
- 12.3. The Chair shall hereafter open debate to the floor, allowing first for questions to be addressed to the proposer of the motion, then substantive points in favour or opposition to the motion.
- 12.4. If an amendment has been submitted, it is debated after the proposing speech for the main Motion. At the Chair's discretion, some substantive debate of the Motion may take place before the discussion of a given amendment.
- 12.5. If more than one amendment has been submitted to the same Motion, the order the amendments are taken in is decided by the Chair. This is counted as a Chair's Ruling and can be overturned by a Procedural Motion as outlined in Clause 15.
- 12.6. If an amendment is accepted by the proposers as friendly or passed by Council, it immediately becomes part of the main Motion.
- 12.7. After the proposing speech, the Chair shall open discussion.
- 12.8. The debate ends when a speech is not taken, or if a Procedural Motion to move to a vote is passed, or when the Chair moves Council to a vote. The proposer then has a chance to give a one-minute 'summation' speech before the vote is taken.

13. Timings

- 13.1. At the discretion of the Chair, there will be a time limit of fifteen minutes to discuss an item on the Agenda that is not an Ordinary or Emergency Motion.
- 13.2. Debate on non-procedural motions shall be limited to four speeches, with an additional two speeches allowed for every amendment. Where a Motion has been separated into parts, debate on each part shall be limited to two Speeches.
- 13.3. A speaker may normally speak for up to three minutes, except for:
 - 13.3.1. Announcements shall be limited to one minute per announcement.

- 13.3.2. Speeches during procedural motions shall be thirty seconds each.
- 13.3.3. There are no fixed time limits to the answering of questions asked during the announcements section of the agenda.
- 13.4. The Chair may at any time propose a different time limit or number of speeches to Council, subject to an indicative vote.
- 13.5. A time limit can be overturned or more speeches requested at any point by passing a Procedural Motion.
- 13.6. It is possible to make a point of information about the Motion (which is neutral on the issue under debate), raise a point of issue (which can include mixed-points) and also to ask a question about the Motion.
 - 13.6.1. Such a question should be for clarification of the Motion, or the effects of the Motion on the activities of Union, and should be explicitly aimed at the Chair, proposer of the Motion, or a member of the Executive Committee.

14. Procedural Motions

- 14.1. The following five Procedural Motions can be proposed during discussion of a motion or amendment. They can only be considered if there has been at least one speech in favour and one speech against the motion or amendment. Procedural Motions take precedence over speeches, and are listed here in order of priority:
 - 14.1.1. That the question be not put. This means that the motion or amendment shouldn't be considered. This could be used, for example, if the content of the motion or amendment is likely to cause offence, or if its resolutions are in some way beyond the scope of the Student Council or beyond the Union's powers.
 - 14.1.2. That the question be put. This means that the motion or amendment should be voted on immediately.
 - 14.1.2.1. This cannot be used in the first Council meeting where a Policy Motion is considered.
 - 14.1.3. That the matter should be referred back to a Campaign or Team, an Officer, to a committee or to a later Council meeting.
 - 14.1.4. That the motion or amendment should be voted on in parts. If a motion is taken in parts, each part is debated and voted upon separately; if passed, in the case of a policy motion, the part then becomes Union Policy. If an amendment is taken in parts, each part is debated and

voted upon separately; if passed the part then becomes part of the motion being considered.

- 14.1.5. That part of the motion or amendment should be deleted.
- 14.2. The following four Procedural Motions can be proposed on a point of order at any time during a meeting, besides during a speech or during the taking of a vote (unless they relate specifically to the procedure of that vote).
 - 14.2.1. A request for a Chair's ruling. This must be given at once.
 - 14.2.2. A challenge to a Chair's ruling.
 - 14.2.3. A motion that the Chair should leave the Chair for the rest of the meeting. If this is passed, the Chair shall hand over to a person selected by the Executive Committee for this motion. The Chair should be allowed to make the speech against. If the motion is passed, the person selected as above for this motion becomes the Chair.
 - 14.2.4. A motion that the time limit should be extended for a specified period or for extra speeches.
 - 14.2.5. Procedural Motions are voted on after one speech in favour and one speech against of not more than 30 seconds. They require a simple majority, do not have a quorum and do not need to be recorded on voting records. Extra rounds of speeches can be requested and will go ahead if there are no objections. In the case of objections, there should be an indicative vote, requiring a simple majority, on whether there should be another round.
 - 14.2.6. If a Procedural Motion to take an item in parts is passed the motion is separated and debate starts again for each part of the motion. Debate on every part shall be limited to two speeches, although extra rounds can be requested by a Procedural Motion.
 - 14.2.7. Questions during procedural motions should be about procedure and addressed to the chair.

15. When Resolutions Take Effect

- 15.1. Resolutions, other than those from motions of No Confidence, that do not specify otherwise shall take effect immediately upon passage in Council provisional to:
 - 15.1.1. there being no legitimate and demonstrable legal or financial reason to delay implementation; and,
 - 15.1.2. there being no conflict with the provisions of the Articles of Association

and/or these By-Laws.

16. Records

- 16.1. Votes at Council meetings are recorded on the voting record. These are publicly available.
- 16.2. Attendance Records shall be kept for each Council, and the record of attendance for Council representatives shall be compiled by the Chair (or their delegate); this record should be published in the most public manner found reasonably feasible.

17. Officer Scrutiny Panel reports

- 17.1. The Student Council shall receive one report per term from the Chair of the Officer Scrutiny Panel, in accordance with By-Law 14 - Officer Scrutiny Panel, and members shall have the opportunity to ask questions of the Chair.

18. National Union of Students

- 18.1. For such time as the Union is affiliated to the National Union of Students the following shall apply.
- 18.2. The Student Council shall be the sovereign policy making body of the Union for the purposes of the National Union of Students (NUS).
- 18.3. For each body within the NUS for which the Union may submit motions, the Chair of the Student Council shall designate suitable Student Council meetings at which:
 - 18.3.1. Motions may be proposed for submission to the NUS;
 - 18.3.2. Amendments to any published motions may be proposed;
 - 18.3.3. Any Student Member may propose to the Student Council motions for submission to the NUS. These motions shall be subject to the approval of the Student Council as if they were Ordinary Policy Motions, except that they shall not become Policy unless otherwise specified within the motion.
 - 18.3.4. Where limits are placed on the number of submissions the Union can

submit to the NUS, there shall be a priority ballot of the Student Council on submissions.

BY-LAW 2: POLICY OF THE UNION

1. Scope of Union Policy

- 1.1. Union Policy motions shall set a position or mandate of the students' union on behalf of Members, subject to Article 2 (Objects) of the Articles of Association, which may:
 - 1.1.1. Set a collective view or agenda that is deemed representative of the Union's Membership;
 - 1.1.2. Mandate ensuing and ongoing activity in line with such a view to be undertaken or overseen by Union representatives or specific groups.
- 1.2. Policy of the Union will stay in effect for the time period specified in the policy (maximum of three years) unless subsequent policy is enacted that supersedes it or it is prevented from lapsing at the Student Council.
- 1.3. Student Council will pass all motions which the Union wishes to propose to the NUS.

2. Policy formation

- 2.1. Union Policy may be set by either a resolution of a Referendum, a resolution of a Student Member Meeting or a resolution of Student Council subject to the provisions of these By-Laws.
- 2.2. Policy derived from a resolution of Student Council can only be amended or revoked by a subsequent resolution of the Council, Student Member Meeting or Referendum.
- 2.3. Policy derived from a resolution of a Student Member Meeting can only be amended or revoked by a subsequent resolution of a Student Member Meeting or Referendum.
- 2.4. Policy derived from a resolution of a Referendum can only be amended or revoked by a subsequent resolution of a Referendum.
- 2.5. Union Policy shall not include such internal policies as are created by the Board of Trustees or their delegated authority concerning the operations and compliance of the Union. This includes, but is not limited to, those governing the Union's obligations as an employer, charity and limited company.

3. Lapsing Policy

- 3.1. Policy passed at Council, a Student Member Meeting or by a Referendum remains valid for the remainder of the academic year it was passed, and for the two subsequent academic years, or until such time that it is overturned.
- 3.1.1. The motion from which the policy is derived may set a shorter time in which the policy will lapse, but it may not set a longer time.
- 3.2. It is the responsibility of the Secretary of the Executive Committee, as defined in Clause 3.4 of By-Law 4 - The Executive Committee, to compile a complete list of Policy that is about to lapse, together with brief summaries of Policy detail where necessary, for the Executive Committee. This list should be distributed to members of Council in Easter Term.
- 3.3. The Executive Committee should submit to the final Student Council of the Academic Year or the first Council of Michaelmas Term any Policy that they think should be renewed.
- 3.3.1. Unlike new policy motions, renewed policy does not need to be presented for note at the previous Council meeting.

BY-LAW 3: SABBATICAL OFFICERS

1. General Arrangements

- 1.1. The Sabbatical Officers of the Students' Union shall be the Undergraduate (UG) President; the Postgraduate (PG) President; the Vice-President (Education & Widening Participation); the Vice-President (Liberation & Welfare); and the Vice-President (Student Community & Societies).
- 1.2. Sabbatical Officers shall be elected by a ballot of members of the Union, with all members eligible to vote, except where stated otherwise in By-Law 8 - Elections.
- 1.3. The Trustee Board shall consider the conditions of employment of Students' Union Officers, including pay levels and duration & start date for their term of office. No Officers or Officers-elect may take part in any decisions affecting their own terms and conditions.
- 1.4. A review of the Students' Union Officer posts and their roles and duties shall be carried out at least every three academic years, with the next taking place in 2026-27 to come into effect in Michaelmas Term 2027.
 - 1.4.1. The review shall be the responsibility of the Board of Trustees.

2. Working Arrangements

- 2.1. The working arrangements and employment contracts of the Sabbatical Officers shall be produced by the Board of Trustees.
- 2.2. Sabbatical terms of office shall be for one year, commencing after the end of the Easter term, with the precise dates to be determined by the Board of Trustees in accordance with Article 20.4 of the Articles of Association.
- 2.3. If a Sabbatical Officer resigns or is removed from office in the first six months of their term of office, the Board of Trustees shall ensure that a by-election is held within four weeks of Full Term of the University.
- 2.4. If a Sabbatical Officer resigns or is removed from office after the first six months of their term of office, it shall be at the discretion of the Board of Trustees whether to hold a by-election for the position or to leave the position unfilled until the beginning of the next term of office.

3. General Duties of The Sabbatical Officers

- 3.1. The Sabbatical Officers shall represent students of the University to the University and to local and national bodies.
- 3.2. The Sabbatical Officers shall work to further the objectives of the Union and act in a manner that upholds the Union's reputation.
- 3.3. The Sabbatical Officers shall engage and consult with students of the University.
- 3.4. The Sabbatical Officers shall campaign for the rights and interests of students of the University locally and nationally.
- 3.5. The Sabbatical Officers shall promote the engagement of students with local and national democracy and campaign on issues affecting students locally and nationally.
- 3.6. The Sabbatical Officers shall represent students on University bodies. They shall report on meetings to the relevant Students' Union Committee(s).
- 3.7. The Sabbatical Officers shall act in accordance with decisions taken by Referendums and Students' Union Council, except where otherwise required by the law, Articles of Association or By-Laws.
- 3.8. The Sabbatical Officers shall undertake additional responsibilities determined by the Student Council.
- 3.9. The Sabbatical Officers shall allocate responsibilities for each current Union policy and prepare proposals for action to be taken in support of the policy, which shall be submitted for approval and update as determined in the By-Laws.
- 3.10. The Sabbatical Officers shall seek to deliver on the commitments made in their manifesto for election.
- 3.11. The Sabbatical Officers shall prepare their team and individual annual objectives for approval at the first meeting of the Officer Scrutiny Panel in their term of office; and the Sabbatical Officers shall report on their activity to the Officer Scrutiny Panel regularly as outlined in By-Law 14 - Officer Scrutiny Panel.
- 3.12. The Sabbatical Officers shall ensure they provide an adequate handover for the future officer that shall replace them.
- 3.13. The Sabbatical Officers shall take on any additional responsibilities within the Union as may be specified elsewhere in their employment contract, in the Articles of Association, or By-Laws.

4. Duties of Individual Officers

- 4.1. The Undergraduate President shall:
 - 4.1.1. be the lead representative of Undergraduate students at

- the University of Cambridge;
- 4.1.2. serve as a student member of University Council if permitted by the Statutes and Ordinances of the University;
- 4.1.3. represent the Union to the University body responsible for supervision of the Union;
- 4.1.4. act as a representative of students on other bodies of the Collegiate University as required, particularly on issues surrounding educational experience which pertain to Undergraduate students should the Vice-President (Education and Widening Participation) be a Postgraduate Student Member;
- 4.1.5. and, jointly with the Postgraduate President:
 - 4.1.5.1. act as the Union's lead spokesperson to external organisations, including the University, colleges, national and international students' unions university groups, and the media;
 - 4.1.5.2. consult with and maintain networks to support collaboration between College Common Rooms;
 - 4.1.5.3. be the lead officers for all students on issues pertaining to ethical and environmental concerns within the University, including matters relating to divestment and carbon-neutrality;
 - 4.1.5.4. lead and support the Sabbatical Officer team, co-ordinating the work of the Sabbatical Officers; and
 - 4.1.5.5. ensure that the Sabbatical Officers prepare team and individual objectives for approval by the first Student Council of their term of office; and for review at appropriate periods by the Student Council.
- 4.2. The Postgraduate President shall:
 - 4.2.1. be the lead representative of Postgraduate students at the University of Cambridge;
 - 4.2.2. serve as a student member of University Council if permitted by the Statutes and Ordinances of the University;
 - 4.2.3. represent the Union to the University body responsible for supervision of the Union;
 - 4.2.4. act as a representative of students on other bodies of the Collegiate University as required, particularly on issues surrounding educational experience which pertain to Postgraduate students should the Vice-President (Education and Widening Participation) be an Undergraduate Student Member;
 - 4.2.5. and jointly with the Undergraduate President shall:
 - 4.2.5.1. act as the Union's lead spokesperson to external organisations, including the University, colleges, national and international students' unions and university groups, and the media;

- 4.2.5.2. consult with and maintain networks to support collaboration between College Common Rooms;
- 4.2.5.3. be the lead officers for all students on issues pertaining to ethical and environmental concerns within the University, including matters relating to divestment and carbon-neutrality;
- 4.2.5.4. lead and support the Sabbatical Officer team, co-ordinating the work of the Sabbatical Officers; and
- 4.2.5.5. ensure that the Sabbatical Officers prepare team and individual objectives for approval by the first Student Council of their term of office; and for review at appropriate periods by the Student Council.

4.3. The Vice-President (Education & Widening Participation) shall:

- 4.3.1. be the lead officer for issues surrounding students' educational experience at university, the equal participation of all students in university life, and fair access to study at the University;
- 4.3.2. represent students on the General Board of the Faculties if permitted by the Statutes and Ordinances of the University;
- 4.3.3. act as a representative of students of bodies of the Collegiate University as required;
- 4.3.4. oversee the delivery of the Union's activity aimed at widening access to study; and
- 4.3.5. consult with and maintain networks to support collaboration between Student Academic Representatives and between College Common Room officers working to widen participation.

4.4. The Vice-President (Liberation & Welfare) shall:

- 4.4.1. lead the Union's work advancing an inclusive, supportive and progressive environment for students at the University of Cambridge;
- 4.4.2. campaign for the equitable treatment and empowerment of marginalised groups among the student membership;
- 4.4.3. be the lead officer for issues surrounding student's mental, physical and social wellbeing and the rights and protections afforded to students, taking an intersectional approach;
- 4.4.4. consult with and maintain networks to support collaboration between Representative Student Groups as outlined in Clause 2 of By-Law 4 - Executive Committee;
- 4.4.5. act as a representative of students on other bodies of the Collegiate University as required; and

- 4.4.6. consult with and maintain networks to support collaboration between College Officers working to further Liberation & Welfare.

- 4.5. The Vice-President (Student Community & Societies) shall:
 - 4.5.1. be the lead officer for all students on issues surrounding the student experience whilst at university and opportunities to engage in extracurricular activities;
 - 4.5.2. work to build community throughout the Collegiate University and between students and the wider community, including matters relating to student accommodation and housing;
 - 4.5.3. represent students on any committee of the University concerning societies, sports teams and extracurricular activities;
 - 4.5.4. act as a representative of students on other bodies of the Collegiate University as required; and
 - 4.5.5. consult with and maintain networks to support collaboration between societies, sports teams and other student-led groups, and between College Common Room officers working to represent sports and societies.

BY-LAW 4: THE EXECUTIVE COMMITTEE

1. General Provisions

- 1.1. The Executive Committee is a sub-committee established by the Board of Trustees and reporting to the Officer Scrutiny Panel.
- 1.2. The Executive Committee will be responsible for the following:
 - 1.2.1. Devise and implement initiatives to improve engagement, by Student Members, College Common Rooms, and Academic Representatives with the Union, its services and democratic structures;
 - 1.2.2. campaign work concerning issues relating to students' experiences and interests at the University of Cambridge; and,
 - 1.2.3. the implementation of democratically mandated policy and actions.
- 1.3. The Executive Committee may also receive operational reports from Union Staff and reports from the Board of Trustees.
- 1.4. The Executive Committee shall meet at least twice per term.
- 1.5. The minutes of the Executive Committee shall be provided to the Officer Scrutiny Panel before the deadline for papers of the following meeting of the Officer Scrutiny Panel.
- 1.6. From among the Postgraduate President and Undergraduate President, the role holder who is not serving as Chair of the Board of Trustees shall serve as the Chair of the Executive Committee; see *By-Law 7 - The Board of Trustees*.

2. Representative Student Groups

- 2.1. A Representative Student Group is any Society that is registered with the Union and identifies itself as holding representation of one of the following six underrepresented or disadvantaged groups of students as one of its main objectives;
 - 2.1.1. BME students;
 - 2.1.2. Disabled students;
 - 2.1.3. LGBTQ+ students;
 - 2.1.4. Women students, or any students who identify as having experienced misogyny;
 - 2.1.5. Students who identify as experiencing or having experienced

- social, educational, or economic disadvantage; and
- 2.1.6. International students.

3. Membership of the Executive

- 3.1. The Executive Committee will consist of:
 - 3.1.1. The five Sabbatical Officers of the Union, as defined in By-Law 3 - The Sabbatical Officers.
 - 3.1.2. The Student Members of the Executive Committee, who shall consist of:
 - 3.1.2.1. Two representatives (one Postgraduate and one Undergraduate) from the committees of Representative Student Groups for each of the six categories listed in Clause 2.1 who shall be elected at the final Student Council of Easter Term with immediate effect or, in the case of any casual vacancy, at the next Student Council in accordance with Clause 9 of By-Law 8 - Elections.
 - 3.1.2.1.1. For the avoidance of doubt, Sabbatical Officers, or Student Members who have been elected to be Sabbatical Officers, will not be eligible for election as a representative of a Representative Student Group.
- 3.2. The Executive shall maintain a publicly available list of all members of the Executive Committee.
- 3.3. Members of the Executive Committee must remain students for their period of office.

4. Decision Making of The Executive

- 4.1. The quorum of the Executive Committee shall be six members of the Committee. Any decisions made by an inquorate Executive Committee must be ratified by a simple majority vote of the Student Council or by a resolution at a subsequent Executive Meeting.
- 4.2. All Executive members should either attend Executive meetings in person or send a substitute (proxy) by providing written notification to the chair, subject to the following:
 - 4.2.1. the attendance and voting rights of the Sabbatical Officers cannot be delegated or undertaken by proxy;
 - 4.2.2. proxy votes of the representatives from Representative Student Groups are limited to committee members from that representative's Representative Student Group.
 - 4.2.3. notification must reach the chair before the start of the meeting; and,

- 4.2.4. the substitute must be a Student Member.
- 4.3. Union Staff may attend meetings of the Executive Committee in an advisory capacity at the request of the Executive Committee.
- 4.4. A nominee of the Chief Executive Officer will be the Secretary to, but not a member of, the Executive Committee. Should resource limitations prevent this from being possible, the Executive shall appoint a secretary from the Executive Committee's membership.

5. Removal of Student Members

- 5.1. Failure to attend three consecutive meetings shall trigger a resignation from the Executive Committee.
 - 5.1.1. Extenuating circumstances can be reviewed by the Chair on a case-by-case basis.
- 5.2. The Student Members may be removed from their post by the passage of a no-confidence motion at the Student Council by a two thirds majority.

BY-LAW 5: STANDING BODIES

1. Standing Bodies

- 1.1. Standing Bodies of the Union represent and organise activities for members of the Union.
- 1.2. There shall be the following sole category of Standing Body:
 - 1.2.1. Student Activity groups.
- 1.3. Standing Bodies shall be created or removed by amendments to the By-Laws in accordance with the Articles of Association.
 - 1.3.1. Amendments to the By-Laws which lead to the creation of a new Standing Body shall be subject to the approval of the Board of Trustees before submission to the Student Council or a referendum being called.
- 1.4. The Board of Trustees shall be responsible for ensuring that the Union supports the existence and good functioning of the Standing Bodies through the provision of:
 - 1.4.1. Funding;
 - 1.4.2. Training;
 - 1.4.3. Staff support for activities of the Standing Body.
- 1.5. The Board of Trustees shall be empowered to issue policy governing the behaviour of Standing Bodies on matters including but not limited to use of Union branding and fundraising from donations and sponsorship. Any such policy shall be consistent with the By-Laws and subject to the approval of the Union's Executive Committee.

2. Student Activities

- 2.1. The Student Activity groups of the Union exist as organised activities for members of the Union.
- 2.2. There shall be the following Student Activity groups:
 - 2.2.1. The Cambridge Student (TCS)
- 2.3. Participation in Student Activities shall be open to all members of the Union.
- 2.4. Governance of the Student Activities
 - 2.4.1. Constitutions
 - 2.4.1.1. Each Student Activity groups shall have a constitution which shall specify in accordance with the By-Laws:

- 2.4.1.1.1. The aims and objectives of the Student Activity groups;
- 2.4.1.1.2. The composition of the Student Activity group's Executive Committee;
- 2.4.1.1.3. Membership (where applicable), including details of any membership fees to be charged;
- 2.4.1.1.4. The democratic processes of the Student Activity group's governances.
- 2.4.1.2. The aims and objectives of the Student Activity group must advance the charitable objects of the Union and may not conflict with them.
- 2.4.1.3. Where the constitution does not specify membership of the group, the members of the group shall be all of the members of the Union.
- 2.4.1.4. Amendments to the Constitutions of the Student Activity group shall be proposed by the Executive Committee of the Student Activity group and must be approved by a 2/3 majority of all votes cast at Student Council, or via referendum in accordance with the By-Laws.
- 2.4.1.5. Student Activity groups shall have the right, if allowed by their constitution, to create and amend Standing Orders to specify aspects of the governance of the Student Activity group.

2.4.2. Democracy

- 2.4.2.1. Elections to the Executive Committee of a Student Activity group shall be by a secret ballot of its members, or by resolution of a meeting at which all members may speak and vote.
- 2.4.2.2. Elections conducted by a secret ballot of all Student Activity group members shall be overseen by the Union's Returning Officer.
- 2.4.2.3. Student Activity groups shall specify in their constitution a process for the removal of Executive Officers by the members of the Student Activity group.

2.4.3. Executive Committee

- 2.4.3.1. The Student Activity group Executive Committee shall collectively:
 - 2.4.3.1.1. be responsible to the Board of Trustees for the proper governance of the Student Activity group and for ensuring that the Student Activity group acts in accordance with the Union's Articles of Association and By-Laws;
 - 2.4.3.1.2. be responsible to the Student Council for the

- good governance of the Student Activity group and for ensuring that the Student Activity group acts in accordance with its Constitution and (where applicable) Standing Orders;
- 2.4.3.1.3. ensure that the Student Activity group is acting so as to achieve its aims and objectives;
- 2.4.3.1.4. ensure that the Student Activity group is acting in a democratic manner and is accountable to the members of the Union.
- 2.4.3.2. Each Student Activity group Executive Committee shall include the following roles, elected annually in Easter Term:
- 2.4.3.2.1. The Chair; responsible for the overall good functioning of the Group including its democratic processes and for the Group's relationship with the Trustees, Executive and Staff of the Union;
- 2.4.3.2.2. The Secretary; responsible for communication to the members of the Student Activity group and ensuring that the Student Activity group keeps accurate minutes and records which are publicly available where appropriate;
- 2.4.3.2.3. The Treasurer; responsible for the management of the Student Activity group's finances, including the preparation of an annual budget, ensuring that all Student Activity group spending is in line with the Union's internal policies and the Group's budget and that the Group's finances are available for scrutiny by the Student Council.
- 2.4.4. All complaints about the conduct of a Student Activity group shall be handled through the Union's complaints procedure.

BY-LAW 6: STUDENT MEMBERS' MEETINGS

1. The Organisation of Student Members' Meetings

- 1.1. Every notice calling a Student Members' Meeting shall specify the place, day and time of the meeting and the general nature of the business to be transacted.
- 1.2. Notice of Student Members' Meetings shall be given to every Student Member and to the Trustees.
- 1.3. A Trustee may, even if not a Member, attend and speak at any Student Members' Meeting.
- 1.4. The Student Council Chair shall preside as chair of the meeting; where the Chair is absent the procedure for appointing the chair shall imitate that of Student Council as in Clause 7.2 of By-Law 1 - Student Council. The Chair cannot participate in the debate and cannot vote.
- 1.5. The procedure for submitting Motions and agenda items for Student Members' Meetings will be consistent with that of By-Law 1 - Student Council.
- 1.6. The agenda of Student Members' Meetings shall normally be made available to all members five days before the meeting. The agenda shall consist of:
 - 1.6.1. Announcements by the Executive or Board of Trustees, which may include questions to the Executive or to the Board;
 - 1.6.2. Motions submitted by the deadline providing the procedure for receiving, debating and deciding motions is consistent with those for Student Council; and,
 - 1.6.3. Points for Discussion on any topic, which must be proposed before the deadline for motions in advance of the Student Members' Meeting and can be proposed by any Student Member, any Affiliate Member, any Executive Committee or Team, or the Board of Trustees, provided that:
 - 1.6.3.1. Points for discussion shall be submitted as a title and may include a brief text to outline the discussion topic.
 - 1.6.3.2. Where the Chair receives more than five Points for Discussion before the deadline for Ordinary Motions, they may refuse to include any further submissions after this point on the agenda.
- 1.7. Every Student Member has the right to attend Student Members' Meetings and the right to vote. Every Member shall have one vote.
- 1.8. It is the responsibility of the Chair to ensure that the meeting is carried out in accordance with these By-Laws. If there is ever any confusion or uncertainty about the exact meaning of any particular

By-Law, the Chair makes a 'Chair's Ruling' and the meeting continues.

- 1.9. No business shall be transacted at any Student Members' Meeting unless a quorum is present. 100 persons entitled to vote upon the business to be transacted, each being a Student Member, shall be a quorum.
- 1.10. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week of Full Term at the same time and place or to such other day, time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Student Members present shall be a quorum.
- 1.11. The Chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from to a different time and/or place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place.
 - 1.11.1. Adjourned meetings shall be announced to members in the same manner laid out in 1.1.
- 1.12. Every resolution put to the vote of a Student Members' Meeting shall be decided by a simple majority of the votes cast unless the Articles of Association or these By- Laws provides otherwise.
- 1.13. Debates shall be carried out in the same manner as outlined in By-Law 1 - Student Council.
- 1.14. Student Members may raise Procedural Motions at a Student Members' Meeting, provided they do so in line with Clause 14 of By-Law 1 - Student Council

2. When Motions Takes Effect

- 2.1. Motions passed at a Student Members' Meeting, other than those that specify otherwise, shall take effect immediately, provisional to:
 - 2.1.1. there being no legitimate and demonstrable legal or financial reason to delay implementation; and,
 - 2.1.2. there being no conflict with the provisions of the Articles of Association and/or these By-Laws.

3. Annual Student Members' Meeting

- 3.1. There shall be an Annual Student Members' Meeting, held once annually, in the final two weeks of Lent term.
- 3.2. In addition to any business submitted in line with the practices outline in Clause 9 of By-Law 1 - Student Council, the Annual Student

Members' Meeting shall:

- 3.2.1. Elect the Chair of Student Council for the following year;
 - 3.2.2. consider budget proposals for the following Academic Year from the Trustee Board and make recommendations to the Students Trustee Board for final approval;
 - 3.2.3. to receive the annual audited accounts of the Students' Union;
 - 3.2.4. determine conditions of employment for future Sabbatical Officers, in accordance with By Law 3 - Sabbatical Officers
- 3.3. The Council Chair shall give notice of the Annual Student Members' Meeting at least ten Full Term days in advance of the meeting.

4. Extraordinary Student Members' Meetings

- 4.1. Extraordinary Student Members' Meetings may be called by:
 - 4.1.1. A resolution of the Trustee Board;
 - 4.1.2. A resolution of the Student Council passed by a two-thirds majority;
 - 4.1.3. A petition signed by 200 student members.
- 4.2. If a resolution to call a Student Members' Meeting is passed by any of the means laid out in 4.1., the Council Chair shall give notice within five Full Term Days of a meeting to occur within the subsequent ten Full Term Days

BY-LAW 7: THE BOARD OF TRUSTEES

1. Governance Practices of the Board of Trustees

- 1.1. The Chair of the Board of Trustees ("the Board") shall oversee the keeping of a register of Trustees' interests, which shall be up to date at all times and shall be available for inspection by any Member of the Union on request.
- 1.2. The Board shall establish and maintain a Trustee Handbook which shall be provided to all Trustees on commencing their role, shall be redistributed to the Trustees no less than once every two years, and shall be available for inspection by any Member of the Union on request. The Trustee Handbook shall include:
 - 1.2.1. A Conflict of Interest Policy in keeping with the Articles
 - 1.2.2. A Confidentiality Policy
 - 1.2.3. A copy of any declarations required from Trustees
 - 1.2.4. Any other matter that the Chair of the Board thinks fit.
- 1.3. Business of the Board shall be divided into "Unreserved" and "Reserved" business.
 - 1.3.1. Reserved business shall be business which relates to matters which are confidential including without limitation all issues relating to staffing and disciplinary matters, and Unreserved business shall be all other business.
 - 1.3.2. Reserved business shall not be mentioned in any publication of the Union or be discussed at or considered in any other committee, Student Council or Referendum, with the exception of the Board's Committees.
- 1.4. Minutes shall be kept of all meetings and decisions of the Board. All minutes must be confirmed at the subsequent meeting of the Board.

2. Chair of the Board

- 2.1. The Chair of the Board shall either be the Undergraduate President or the Postgraduate President. The chair shall be chosen from among the Presidents-elect after their election and before the beginning of their term of office by:
 - 2.1.1. In the first instance, a unanimous decision among the Presidents-elect;
 - 2.1.2. If such a unanimous decision cannot be made, an election to be conducted at the first meeting of the Board after the beginning of the Presidents' term of office, in a discussion in which the Presidents shall not participate.

3. Responsibilities of the Board of Trustees

- 3.1. The Board shall:
 - 3.1.1. ensure that the Union operates in accordance with its aims and objectives;
 - 3.1.2. ensure that strategic plans are in place, and regularly reviewed, to provide long-term direction for all Union services and activities;
 - 3.1.3. annually review the Union's mission and values statement;
 - 3.1.4. consider and approve annual departmental plans and budgets;
 - 3.1.5. ensure comprehensive research is undertaken to identify members' views on Union services and activities, and on the external environment, and to make recommendations accordingly;
 - 3.1.6. oversee the finances of the Union, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget;
 - 3.1.7. consider and make decisions on capital expenditure;
 - 3.1.8. approve the financial regulations of the Union;
 - 3.1.9. oversee matters relating to the management of the Union's premises;
 - 3.1.10. take all reasonable steps to ensure the solvency and financial strength of the organisation.
 - 3.1.11. agree a programme of work with the Union's auditors.
 - 3.1.12. review the Union's Articles at least every 5 years.
 - 3.1.13. ensure that the organisation complies with relevant laws, regulations and requirements of its regulators.
 - 3.1.14. oversee Union staffing arrangements.
 - 3.1.15. review and approve the Union's terms and conditions of employment and other staffing policies.
 - 3.1.16. oversee the appointment (and if necessary, the dismissal) of the Chief Executive.
 - 3.1.17. determine and maintain a framework of delegation and internal control.
 - 3.1.18. agree or ratify all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
 - 3.1.19. appoint members to the sub-committees of the Board and empower such members to act on behalf of the full Board, within parameters set by the board

4. Reporting Processes

- 4.1. The Board shall report once termly on its activity to the Student Council. Such reports shall:
 - 4.1.1. Be verbal or in written form;
 - 4.1.2. Require at least one trustee to attend;
 - 4.1.3. Update the Student Council on the unreserved business of the Trustees in the time since the last report including matters relating to the strategy of the Union and its financial health.
 - 4.1.4. Allow Student Members to put questions to the Board which shall be answered verbally or via a written response at the subsequent meeting of the Student Council.
- 4.2. Confirmed Unreserved minutes of the Board shall be made available to Student Members within 14 days of their being confirmed.
- 4.3. In the event of a decision by the Trustees to override a decision or Policy made by the Student Members in accordance with Article 28.3, the Trustees shall submit a report to the Student Council no later than two meetings of the Student Council following the decision of the Trustees. The report shall:
 - 4.3.1. Be verbal or in written form;
 - 4.3.2. Be presented by at least one trustee in attendance at the meeting;
 - 4.3.3. Provide an explanation to the Student Members for the Trustees' decision; and
 - 4.3.4. Provide an opportunity for Student Members to put questions to the Trustees, which must be answered verbally or in a report from the Trustees to the subsequent meeting of the Student Council.

5. Sabbatical Trustees

- 5.1. The Sabbatical Trustees shall be the Sabbatical Officers, unless a Sabbatical Officer is ineligible, removed, resigns or elects not to take up the position of Sabbatical Trustee.
- 5.2. Sabbatical Trustees shall serve as Trustees for the duration of their term as Sabbatical Officers, except if they resign or are removed in accordance with Article 23 or Article 24.

6. Student Trustees

- 6.1. Student Trustees shall be Student Members of the Union who are not Sabbatical Officers.
- 6.2. The term of office of the Student Trustees shall commence no more than 6 weeks after the end of full Easter Term at the discretion of the Trustees, and shall end no more than 6 weeks after the end of full Easter Term at the discretion of the Trustees, provided that there shall never be more Student Trustees than are permitted by the Articles.
- 6.3. In the event that a Student Trustee resigns or is removed as a Trustee in accordance with Article 23 or Article 24, a replacement Student Trustee

shall be appointed in accordance with Article 21. The replacement Student Trustee's term shall last from the time until their appointment until the time which would have been the end of the term of the outgoing Student Trustee.

7. External Trustees

- 7.1. External Trustees shall be Trustees who are not Student Members of the Union, or any person who would have been a member had they not exercised their right to opt-out in accordance with By-Law 13 - Membership.
- 7.2. The terms of the External Trustees shall be determined the Trustees, who shall have regard to the need to ensure that there is continuity of External Trustees and shall therefore vary the terms of External Trustees where appropriate.
- 7.3. External Trustees must not hold any elected or paid position within the Union.
- 7.4. Former elected officers, Student Members, or members of staff of the Union shall not be eligible to be External Trustees until 3 years have elapsed since they left their post.
- 7.5. External Trustees must not hold any elected or paid position within the University, or the Colleges, except by the discretion of the Board.

8. Committees of the Board

- 8.1. There shall be the following Committees of the Board
 - 8.1.1. Appointments Committee
 - 8.1.2. Finance Committee
 - 8.1.3. Remuneration and HR Committee
 - 8.1.4. Governance, Compliance and Legal Affairs Committee
- 8.2. The Board of Trustees shall publish to all Members the Terms of Reference for each of the above committees, which shall include:
 - 8.2.1. Membership of the committee
 - 8.2.2. Responsibilities of the committee
 - 8.2.3. Delegated powers of the committee from the Board of Trustees
- 8.3. In addition to the committees detailed above, there shall be the Executive Committee, which shall function in the way specified in By-Law 4 - Executive Committee.

9. Finance Policy

- 9.1. In accordance with Article 30.3, the signature or agreement of at least one trustee shall be required for payment above £1000.
- 9.2. The Trustees shall prepare and submit the following financial reports to the University in the manner specified in the Ordinances and by the University Council:
 - 9.2.1. In the Michaelmas term of each academic year, estimates of

the Union's income and expenditure for the Union's next financial year;

- 9.2.2. In the Lent term of each academic year, the audited accounts of the Union for the Union's previous financial year.
- 9.3. The Trustees shall prepare and submit the following financial reports to the Student Members at a meeting of Student Council or a Student Members' Meeting:
 - 9.3.1. In the Easter term of each academic year, the Union's audited accounts for the previous financial year.
 - 9.3.2. In the Lent term of each academic year, a Mid-Year Review of the spending of the Union against its budget for the current financial year.

BY-LAW 8: ELECTIONS

1. Coordination of Elections

- 1.1. There shall be a Returning Officer who shall be elected in accordance with Clause 2 and who shall be an impartial and external non-member of the Union.
- 1.1.1. The appointment of the Returning Officer shall be subject to the confirmation of the University Council committee responsible for the Union.
- 1.1.2. The Returning Officer shall oversee elections of the Student Members of the Union in accordance with the Articles and By-Laws.
- 1.1.3. The Returning Officer shall be responsible for providing to the University Council in the Michaelmas Term an electoral scheme for the conduct of Elections of the Union for the remainder of the academic year, and for providing to the University Council a report on the conduct of each Election.

2. The Returning Officer and Returning Deputy Officer

- 2.1. The Returning Officer and Deputy Returning Officer shall each be appointed by a simple majority vote of the Appointments Committee, provided that the appointment of each of them is ratified by a simple majority vote of the Student Council.
- 2.1.1. Ordinarily, the ratification of each appointee shall take place annually at the first meeting of the Student Council of Michaelmas term in accordance with Clause 10, or otherwise at the first meeting of the Student Council after any vacancy in either role arises. In the event of an unexpected vacancy in either role, the Appointments Committee may appoint a person to the vacant role to serve as Interim Returning Officer or Interim Deputy Returning Officer until the ratification of an appointee to that role, provided that that person is eligible under Clause 2.2.
- 2.1.2. A notice of the appointment must be received by the University following the appointment ratification.
- 2.2. A person may be eligible to be appointed as the Returning Officer or the Deputy Returning Officer only if:
 - 2.2.1. They are not a Student Member, or any person who would have been a member had they not exercised their right to opt-out in accordance with By-Law 13 - Membership;
 - 2.2.2. They do not hold any elected or paid position within the Union;
 - 2.2.3. They do not hold any elected or paid position within the University, or the Colleges;

- 2.2.4. Where they are a former elected officer, student member, or member of staff of the Union, at least three years must have elapsed since they ceased to be so.
- 2.3. A person appointed and ratified as the Returning Officer or the Deputy Returning Officer shall remain in post until their successor is ratified, or until they resign from their post, whichever is sooner. The Returning Officer or Deputy Returning Officer may be removed from their role by the Board of Trustees at any time if the Board believes this is necessary to maintain the Coordination and Principles of the Elections as under Clause 1 and Clause 3.
- 2.4. The Duties of the Returning Officer shall be to:
- 2.4.1. undertake any of the actions under Clause 2.5 as and when the Deputy Returning Officer feels it is appropriate; and
- 2.4.2. process any appeals submitted concerning the outcome of election complaints in accordance with Clause 9.6.
- 2.5. The Duties of the Deputy Returning Officer shall be to:
- 2.5.1. ensure that Elections of the Union are fair and equal;
- 2.5.2. review and approve the timetable for elections;
- 2.5.3. engage relevant Executive Committee members and staff in the planning and delivery of the activities of each election or Referendum as described in By-Law 8 - Elections and By-Law 9 - Referendums;
- 2.5.4. respond to press and member enquiries regarding elections with support from staff;
- 2.5.5. make recommendations on improvements to the democratic procedure and process of elections and referendum;
- 2.5.6. process any complaints submitted concerning election proceedings; and
- 2.5.7. communicate notices and resolutions of the Returning Officer and Deputy Returning Officer as required.
- 2.6. The Returning Officer and Deputy Returning Officer must remain impartial at all times on matters involving Union elections. They must at no time support, or appear to support, any candidate or participant or the views of any candidate or participant in any election or referendum. Any potential conflict of interest must be declared to the Appointments Committee as soon as it is known.
- 2.7. The Returning Officer shall be responsible for the production of an Elections Briefing prior to elections. Anything written in this information must be adhered to and non-compliance could result in rulings against a candidate. The Election Briefing for each election must be provided to all candidates in advance of the campaigning period. The Elections Briefing shall normally include all rules governing the election.
- 2.7.1. This will normally be produced by an Elections Administrator under the direction of the Deputy Returning Officer.

- 2.8. There shall be two elected Student Observers who are Student Members of the Union.
 - 2.8.1. Ordinarily, the Student Observers shall be elected by a simple majority at the first meeting of the Student Council in Michaelmas Term in accordance with Clause 10, or otherwise at the first meeting of the Student Council after any vacancy arises.
 - 2.8.2. A person elected as a Student Observer shall remain in post until their successor is elected, or until they resign from their post, whichever is sooner.
- 2.9. The duties of the Student Observers shall be to:
 - 2.9.1. observe the count; and
 - 2.9.2. at the request of the Returning Officer or Deputy Returning Officer, provide advice on matters pertaining to students' interests.
 - 2.9.3. For the avoidance of doubt, the Student Observers should not be involved in the processing of complaints as described in Clause 9.

3. Principles of the Elections

- 3.1. The Returning Officer shall ensure that Elections of the Union are conducted in keeping with the following principles, and shall have regard to those principles when taking decisions:
 - 3.1.1. Elections should be conducted in a manner which is fair and democratic;
 - 3.1.2. Engagement with elections, including nominations, election communications, campaigning and voting, should be accessible to all Student Members;
 - 3.1.3. The administration of elections should be transparent and accountable to Student Members.

4. Conduct of Union Staff

- 4.1. Union staff shall be impartial in Elections of the Union.
- 4.2. Union staff shall work to support and advise the Returning Officer and Deputy Returning Officer and to advance the inclusivity of Elections and engagement of the Student Members with Elections.

5. Conduct of Members of the Executive Committee

- 5.1. Sabbatical Officers of the Union should refrain from campaigning in Elections, except in those Elections in which they are a candidate.

- 5.2. Members of the Executive Committee shall promote participation in Elections to the Student Members.

6. Timing of Elections

- 6.1. For all elections, nominations must be open for a minimum of seven Full Term days.
- 6.2. Campaigning must be permitted for a minimum of:
 - 6.2.1. For elections to Sabbatical Officer roles, seven Full Term days;
 - 6.2.2. For all other Elections, five Full Term days.
- 6.3. For all elections, voting must be open for a minimum of three Full Term days.
- 6.4. The Returning Officer, or nominee of the Returning Officer, shall give notice to
- 6.5. the University and the Student Council of the election schedules.

7. Election Rules

- 7.1. The Returning Officer is empowered to interpret the Election Rules.
- 7.2. The Returning Officer shall determine additional rules for the conduct of Elections and present any new rules to the Student Council.
- 7.3. The Election Rules for an election shall be published before the opening of nominations and shall be available to all students alongside this By-Law.
- 7.4. A copy of the Union's By-Laws must be distributed with all official election nomination forms. All candidates must sign a declaration to say that they have read, understood and agree to abide by the rules and regulations of the Elections.
- 7.5. All campaigning must take place in accordance with the relevant proctoral notices and rules of the University.
- 7.6. The Election Rules shall provide for at least the following:
 - 7.6.1. The reimbursement of reasonable campaign expenses up to a defined spending limit, within guidelines specified in the Election Rules;
 - 7.6.2. Restrictions on campaigning activity;
 - 7.6.3. Restrictions on candidacy for election, in accordance with the By-Laws.

8. Voting System

- 8.1. Elections shall be conducted by secret ballot, normally using the Single Transferable Vote as defined in Electoral Reform Society (1997) *How to conduct an election by the Single Transferable Vote*, 3rd Ed.

- 8.2. Re-Open Nominations shall be a candidate in every election.
- 8.3. Voting shall normally take place online on a voting system provided by the Union and which the Returning Officer is satisfied allows the elections to be conducted in accordance with the principles details in Clause 2.
- 8.4. Use of an electoral system other than that specified in the By-Laws shall be permitted only with approval from the Returning Officer.

9. Election Complaints

- 9.1. Any complaint conduct during elections must be submitted in writing to the Deputy Returning Officer.
- 9.2. All complaints relating to the elections process, organisation or polling must be submitted in writing prior to the end of polling to the Deputy Returning Officer
- 9.3. All complaints relating to the conduct of the count must be submitted in writing to the Deputy Returning Officer within 24 hours of the completion of the count.
- 9.4. The Returning Officer and Deputy Returning Officer shall have powers to issue warnings, disqualify or suspend candidates and halt all or part of the election, and take any other reasonable action they think fit.
- 9.5. The Returning Officer and Deputy Returning Officer shall be empowered to refer complaints to the Union's Grievance and Complaints Process (*By-Law 10*) or Member Disciplinary Procedure (*By-Law 16*) as they see fit. If the complaint would involve a serious admission of civil or criminal liability, the Democracy Committee should automatically refer the complaint to the Board of Trustees.
- 9.6. Any Student Member may appeal to the Returning Officer to overturn the decision of the Deputy Returning Officer on an election complaint in writing within 48 hours of the announcement of the decision.
 - 9.6.1. The Returning Officer shall consider the appeal within 7 days of full term of its receipt, or shall respond the Student Member who submitted the appeal detailing reasons why consideration of the appeal must be delayed;
 - 9.6.2. After considering the appeal the Returning Officer should publish the outcome to Student Members, and directly inform the Student Member who submitted the appeal, any candidates affected by the Returning Officer's decision, and the Junior Proctor within two days of full term;
 - 9.6.3. If the Student Member who submitted the appeal, or any election candidate affected by the outcome of the appeal, is dissatisfied by the outcome of their appeal to the Returning Officer, they shall have the right to further appeal to the Junior Proctor.

10. Elections at Student Council

- 10.1. Elections must be carried out in accordance with the process outlined in Clause 8. RON shall be a candidate in all elections.
- 10.2. The conduct of elections at Student Council is the responsibility of the Chair, who shall be the Returning Officer solely for such elections.
- 10.3. Council elections shall not require any period of campaigning.
- 10.4. The Chair will be responsible for:
 - 10.4.1. permitting Members due opportunity to nominate themselves;
 - 10.4.2. communicating a list of candidates to Council Membership and available positions, including promoting positions to the Student Membership where applicable;
 - 10.4.3. providing an opportunity for candidates to make a case to voting Members;
 - 10.4.4. issuing ballot papers to Council Members;
 - 10.4.5. maintaining a secret ballot and a public count of ballots; and,
 - 10.4.6. communicating the result of any election.

BY-LAW 9: REFERENDUMS

1. A Referendum may be called in accordance with Article 15.

- 1.1. Referendums should be held in Full Term and with 21 Full Term days of being called.
 - 1.1.1. Should the dates for a Referendum be either close to, or overlap with, any part of pre-planned elections or by-elections, then the Returning Officer may alter the dates of either the elections and/or the Referendum to cause both processes to run simultaneously.
- 1.2. Signatories of a referendum petition must be current Student Members at the time of signing and at the time that a referendum would be held.
- 1.3. A resolution may only be passed by Referendum in accordance with the Articles of Association.
- 1.4. Unless otherwise stipulated in the Articles of Association or elsewhere in these By-Laws, a resolution may only be passed by referendum if at least 2000 Members cast a vote.
- 1.5. Unless otherwise stipulated in the Articles of Association or elsewhere in these By-Laws a resolution by referendum will pass by simple majority vote.
- 1.6. Unless the resolution of the Referendum specifically provides to the contrary, the resolution shall take immediate effect and shall nullify any previous conflicting Policy.
- 1.7. Referendum questions must be formulated in a neutral, non-leading format and answerable by a simple affirmative/negative response. The Returning Officer shall be permitted to seek Student Council approval to amend a referendum question where it is believed an approved question may be leading, partisan in approach or content, or for any other reason related to the neutrality or legality of a referendum question.
- 1.8. The Union shall provide and maintain a voting platform for referendums.

2. Coordination of Referendums

- 2.1. The Returning Officer and Deputy Returning Officer as described in By-Law 8 - Elections shall oversee the running of any referendum.
- 2.2. The duties of the Returning Officer and Deputy Returning Officer shall include the coordination of referendums in line with Clause 1 of By-Law 8, the principles of the elections in line with Clause 3 of By-Law 8, the formulation of referendum rules in line with Clause 7 of By-Law 8, and election complaints in line with Clause 8 of By-Law 9.

- 2.3. Provisions relating to the conduct, responsibilities and duties of the Returning Officer and Deputy Returning Officer in By-Law 8 - Elections shall normally apply automatically to the Returning Officer and Deputy Returning Officer during the coordination of any Referendum.
- 2.4. The roles of the Union staff in a referendum shall mirror that of Union staff in Elections as defined in Clause 4 of By-Law 8 - Elections.
- 2.5. Members of the Executive Committee engaging in campaigning activity in referendums may only do so in accordance with their existing democratic mandates.
- 2.6. For the avoidance of doubt, where no relevant existing mandate exists, members of the Executive Committee may campaign as they see fit.
- 2.7. The Returning Officer shall submit a notice to the Student Council with the rules of a referendum no later than the Student Council meeting prior to the start of a campaigning period.
- 2.8. Rulings made by the Returning Officer or Deputy Returning Officer pertaining to the conduct of any referendum shall be published to all Student Members.
- 2.9. An application process to lead campaign teams for referendum campaigns shall be promoted to all Student Members, in line with the timing of elections given in Clause 6 of By-Law 9 - Elections.
- 2.10. If multiple student members and/or groups of student members apply to lead a referendum campaign, the Deputy Returning Officer shall determine, in consultation with all applicants, who is designated as the lead for the campaign.
- 2.11. The designated lead for each referendum campaign shall be responsible for the conduct of the campaign team.
- 2.12. For the avoidance of doubt, should no Campaign Lead be appointed for either the initiating or opposing side of a referendum question, no Union Committee, shall be under any obligation to promote said campaign.
- 2.13. In all other matters concerning arrangements, process, discipline and regulation; referendums will follow the procedures for elections in By-Law 8 - Elections. The Returning Officer may interpret the mirroring of regulations from the elections to Referendum as they see fit to ensure that a fair and effective Referendum takes place.

3. Retention of Materials

- 3.1. Voting materials (ballot papers and records of votes cast and counted) shall be kept by the Union for a period of at least one month after the certification of a result or until all disputes relevant to certain voting materials have been concluded, whichever is the longer.

4. Campaigning in Referendums

- 4.1. Each campaign team will be provided with an equal budget supplied by the Union at an amount set by the Returning Officer, subject to Union Finance Policy and budget constraints. No other monies may be spent. Regulations on expenditure and the claiming of expenses will apply as for elections.
- 4.2. Campaign Leads/Teams must comply with rules regarding conduct set-out in the By-Laws and the Referendum rules. Campaign Leads/Teams will also be expected to act in accordance with University regulations regarding behaviour and By-Law 18 - Member Code of Conduct.

BY-LAW 10: GRIEVANCE AND COMPLAINT PROCEDURE

1. Principles of the Complaints Procedure

- 1.1. Complaints shall be considered and dealt with promptly and fairly.
- 1.2. The Union shall always attempt to provide an effective remedy wherever a complaint is upheld.
- 1.3. Complaints procedures shall be accessible to all Student Members, and to any person who would have been a member had they not exercised their right to opt-out in accordance with By-Law 13 - Membership.
- 1.4. Complaints shall as far as possible be considered by people not involved in the grievance. Any officer or Trustee of the Union who is the subject of a complaint shall not participate in decision-making about that complaint, or in communication from the Union to the person who submitted the complaint ("the complainant") regarding the complaint.

2. Informal Complaints

- 2.1. Any officer or staff member of the Union may take steps to informally resolve grievances raised with that officer or staff member to the satisfaction of the person raising the grievance provided that:
 - 2.1.1. No Student Member, or person who would have been a member had they not exercised their right to opt-out in accordance with By-Law 13 - Membership is discouraged or prevented from raising a formal complaint if they are dissatisfied with the informal resolution;
 - 2.1.2. The grievance raised, if upheld, would not involve an admission of serious civil or criminal liability;
 - 2.1.3. In the event of a grievance which relates or might relate to staffing matters, steps to resolve the complaint informally shall be taken in keeping with the Union's internal staffing policies.

3. Submission of Formal Complaints

- 3.1. A formal complaint shall be a written communication addressed to either President of the Union or to any other Sabbatical Officer noting:
 - 3.1.1. The desire to make a complaint;

- 3.1.2. The specifics of the issue about which they wish to complain;
 - 3.1.3. The specifics of any harm caused by the issues;
 - 3.1.4. A means of contacting the complainant for further correspondence regarding the complaint.
- 3.2. The Officer of the Union to whom a complaint is communicated shall, as soon as is practicable and within one working day of receiving the complaint, acknowledge receipt of the complaint to the complainant and make the complainant aware of this By-Law and any other information published by the Union regarding the submission and consideration of complaints.

4. Consideration of Complaints

- 4.1. The Officer of the Union to whom the complaint is communicated shall nominate one of the Sabbatical Officers to lead consideration of the complaint (“the lead officer”), who shall normally be one of the Presidents.
- 4.2. Complaints should be considered by the Union promptly. If the outcome of a complaint is not communicated to the complainant within 14 days, the Officer leading consideration of the complaint shall inform the complainant of the reason for the delay and a new anticipated timescale for consideration of the complaint.
- 4.3. The lead officer shall decide whether the complaint should be considered by the Executive Committee, or the Board of Trustees.
 - 4.3.1. Any complaint which if upheld would involve an admission of serious civil or criminal liability, or any complaint against a member of the Union’s staff who is not a Sabbatical Officer, shall be considered by the Board of Trustees;
 - 4.3.2. Any other complaint shall be considered by the Executive Committee.
- 4.4. The lead officer shall be empowered to rule that multiple complaints should be considered together or that a single complaint should be considered in separate parts or processes.
- 4.5. The lead officer shall conduct an investigation into the complaint and shall present the findings of the investigation including any relevant evidence to the Executive Committee or the Board of Trustees as appropriate in accordance with Clause 4.3 above.
- 4.6. Where the Executive Committee considers a complaint, it shall consider the findings of the investigation and any relevant evidence presented, and may resolve to:
 - 4.6.1. conduct further investigation respond to the complainant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the complaint;
 - 4.6.2. judge the Union complaints procedures incompetent to hear the complaint and take all reasonable measures to refer the complainant to a body with proper jurisdiction;

- 4.6.3. reject the Complaint;
- 4.6.4. uphold the Complaint in part and set out corrective action;
- 4.6.5. uphold the Complaint in full and set out corrective action; or
- 4.6.6. refer the complaint to the Board of Trustees.
- 4.7. Where the Board of Trustees considers a complaint, it may resolve to:
 - 4.7.1. delegate consideration of the complaint to an employee of the Union;
 - 4.7.2. conduct further investigation respond to the complainant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the complaint;
 - 4.7.3. judge the Union complaints procedures incompetent to hear the complaint and take all reasonable measures to refer the complainant to a body with proper jurisdiction;
 - 4.7.4. reject the Complaint;
 - 4.7.5. uphold the Complaint in part and set out corrective action; or
 - 4.7.6. uphold the Complaint in part and set out corrective action; or
- 4.8. Where a complaint is made against an employee of the Union, consideration of that complaint shall always be in accordance with the Union's staffing policies.
- 4.9. Where a complaint is upheld or partially upheld which involves wrongdoing by a Student Member, corrective action shall always be set out in accordance with By-Law 16 - Member Disciplinary Procedure.
- 4.10. After the Executive Committee or the Board of Trustees has made a resolution on a complaint, the lead officer shall, as soon as is practicable and within two working days of the resolution, inform the complainant of the resolution and their right of appeal as specified below.

5. Appeal to the Junior Proctor

- 5.1. If after the consideration of a complaint by the Union the complainant is dissatisfied with the outcome of the procedure the complainant shall have the right to appeal to the Junior Proctor in accordance with the Ordinances within 14 days of receiving communication of the resolution of the complaint.
- 5.2. The complainant shall also have the right to appeal to the Junior Proctor at any time more than one month after the submission of a complaint to the Union and before receiving communication of the resolution of the complaint.
- 5.3. The Junior Proctor shall, in accordance with the Ordinance, have the right to decide on a remedy for any such appeal. The Union shall implement this remedy without delay and report this implementation to the University.

6. Report to the University

- 6.1. The Union shall maintain a record of formal complaints received and resolutions made on those complaints, which shall be made available to the University at regular intervals and on request.

BY-LAW 11: EXTERNAL AFFILIATIONS

1. List of External Affiliations

- 1.1. The Union shall maintain a list of external organisations to which it is affiliated.
- 1.2. The list of external affiliations shall include details of subscriptions or similar fees paid, or donations made, to such organisations in the past year (or since the last report).
- 1.3. The list of external affiliations should be published to all Student Members and updated at least once per academic year or more frequently.
- 1.4. The list of external affiliations should be reported to the University on request and at least once per academic year.

2. Notice of External Affiliations

- 2.1. If the Union decides to affiliate to an external organisation, it shall publish to the Student Members notice of the decision including 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.
- 2.2. The Union shall make available to the University any such notice.

3. Review of External Affiliations

- 3.1. The list of external affiliations shall be subject to the approval of the annual Student Members' Meeting in accordance with Article 16.2.4. and By-Law 6 - Student Members' Meetings.
- 3.2. If the list of external affiliations is not approved by the annual student members meeting, the next meeting of the Student Council shall consider separately each affiliation of the Union in accordance with By-Law 1 - Student Council.
- 3.3. A referendum may be called on any external affiliation of the Union in accordance with Article 15.1. Such a referendum shall be conducted in accordance with By-Law 9 - Referendums.

4. Representation at NUS Events

- 4.1. In accordance with the General Duties of The Sabbatical Officers; see By-Law 3 - Sabbatical Officers, Sabbatical Officers (ex-officio) will take up the position of NUS Reps. Their term in office is defined in By-Law 3 - Sabbatical Officers;

- 4.1.1. In the case where the NUS Rep entitlement given to the Union is fewer than the number of current Sabbatical Officers, the Reps will be chosen by:
 - 4.1.1.1. In the first instance, a unanimous decision among the Sabbatical Officers;
 - 4.1.1.2. If such a unanimous decision cannot be made, an election shall be conducted at the Student Council in accordance with Clause 9 of By-Law 8 - Elections.
- 4.1.2. In the case where the NUS Rep entitlement given to the Union is more than the number of current Sabbatical Officers, any vacant places shall be filled by means of a co-option at the Student Council;
- 4.1.3. In the case where a Sabbatical Officer or NUS Rep is unable to fulfil their position of NUS Rep, any vacant places shall be filled by means of a co-option at the Student Council
- 4.2. Delegates must vote in accordance with Union Policy unless:
 - 4.2.1. The Union has no express policy; and/or,
 - 4.2.2. The NUS Delegate was successfully elected on a mandate for a policy position that conflicts with existing Union Policy.

BY-LAW 12: STUDENT SOCIETIES

1. Allocation of Resources

- 1.1. No allocation of funding shall be made to Societies except in accordance with a written procedure published by the Union and available to all Student Members and the University.
- 1.2. Where support or services are provided to Societies, reasonable attempts shall be made to ensure that access to such support is equally available to any Society.
 - 1.2.1. For the avoidance of doubt, this shall include the provision of services such as (but not limited to) use of a voting platform or access to a Freshers' Fair.

2. Definition of Societies

- 2.1. The Union shall publish a working definition of a Society which shall be available to all Student Members and which need not be limited to the Registered Clubs and Societies of the University.
- 2.2. The Union shall not allocate resources to any student group or club which does not fall within its working definition of a Society.

BY-LAW 13: MEMBERSHIP

1. Opting out

- 1.1. Students shall have the right to opt out of being Student Members of the Union by informing the University in a manner to be specified by the Registry.
- 1.2. Students shall be deemed to no longer be Student Members from the time when the Union is informed of their having opted out of Student Membership in accordance with Clause 1.1.
- 1.3. On ceasing to be a Student Member by opting out, the Student shall immediately be deemed to have vacated any office of the Union previously held.
- 1.4. No Student who has opted out of Student Membership of the Union shall be disadvantaged in respect of access to services provided by the Union.

2. Associate Members

- 2.1. The Associate Members of the Union shall be those people falling within classes determined by the Board of Trustees and shall have such rights and obligations as determined by the Board of Trustees.
- 2.2. There shall be no requirement to maintain a register of Associate Members.
- 2.3. The Union shall publish the classes of Associate Membership, and shall inform any person whether they are an Associate Member on request.
- 2.4. The Board of Trustees shall have the power to remove any Associate Member and shall inform any person so removed in writing within two weeks of Full Term of the decision to remove them.

3. Appeals to Membership Status

- 3.1. Any Student Member of the Union may appeal the class of their membership by informing the Chair of the Board of Trustees in writing of:
 - 3.1.1. Their current class of membership;
 - 3.1.2. The class of membership they believe that the Union should consider them to hold;
 - 3.1.3. Any information supporting their appeal they wish to provide to the Union.

- 3.2. The Board of Trustees shall consider such an appeal, and inform the Student Member of their decision regarding the appeal and update the Register of Members as appropriate within 4 weeks of Full Term of receipt of the appeal or before the next election of the Union in which the member submitting the appeal is entitled, or would be entitled if the appeal were upheld, to be a candidate or to vote.

BY-LAW 14: OFFICER SCRUTINY PANEL

1. Duties

- 1.1. The duties of the Officer Scrutiny Panel shall be to audit and report on the effectiveness and efficiency of Sabbatical Officers' and the Executive Committee's campaigning and representative work by:
 - 1.1.1. reviewing and approving Sabbatical Officers' team and individual annual objectives at the first meeting of Michaelmas Term each year; in reviewing these objectives, the Panel should consider how well they represent Officers' manifestos at the time of elections, and how well they align with the Union's charitable objectives and available resources. The Panel may vote to reject any specific objective brought for approval.
 - 1.1.1.1. In the event that the Panel votes to reject any objective brought for approval, the Chair shall submit a brief report for note to the next meeting of the Student Council explaining the Panel's reasons for doing so.
 - 1.1.1.2. In the event that a Sabbatical Officer takes up their role after the first meeting of the Officer Scrutiny Panel, they shall submit their individual annual objectives to the next meeting of the Panel for review and approval.
 - 1.1.2. receiving progress reports for policy assigned to Sabbatical Officers and other members of the Executive; and
 - 1.1.3. monitoring the timely completion of Action Motions passed by the Student Council by Sabbatical Officers and the Executive Committee.
- 1.2. The Chair of the Officer Scrutiny Panel shall be responsible for creating and submitting a report summarising the Panel's work and findings to the last Student Council of each term.

2. Panel Membership

- 2.1. The Officer Scrutiny Panel shall consist of:
 - 2.1.1. The Chair of the Student Council;
 - 2.1.2. Four Student Members elected by the first Student Council of Michaelmas Term, two of whom must be Postgraduate Student Members and two of whom must be Undergraduate Student Members;

- 2.1.2.1. To be eligible to be elected by the Student Council to this role, a Student Member must hold or have held an elected position within a college common room at any point during their time as a Student Member;
- 2.1.2.2. If a casual vacancy occurs, the position shall be filled by an election of any eligible Student Member at the next meeting of the Student Council, in such a way that maintains an equal number of postgraduate members and undergraduate members in this class.
- 2.1.3. One other Student Member elected by the first Student Council of Michaelmas Term;
- 2.1.4. One external member;
- 2.1.4.1. To be eligible to be appointed as the external member, the appointee should, at time of election, hold a full-time or part-time elected position at a Students' Union outside of the University of Cambridge.
- 2.1.4.2. The other members of the Panel shall approve the appointment of the external member by majority vote, by circulation in advance of the first meeting of Michaelmas Term.
- 2.2. Any conflicts of interest or prior connection to any Sabbatical Officer shall be declared by the volunteering student before at the time of election or appointment.
- 2.3. When electing members, the Student Council should aim to ensure that members are from diverse and representative backgrounds, for example by including at least 3 members who hold "woman" as part of their identity, or who identify as having experienced misogyny.
- 2.4. The Officer Scrutiny Panel shall elect amongst themselves a Chair at the first meeting of Michaelmas Term. In the absence of the Chair, the Officer Scrutiny Panel shall be chaired by another member of the Panel, agreed amongst its members.
- 2.5. If a member fails to attend three consecutive meetings of the Officer Scrutiny Panel, they will be deemed to have resigned, and a casual vacancy will arise.
- 2.5.1. Extenuating circumstances can be reviewed by the Chair on a case-by-case basis.

3. Meeting

- 3.1. There shall ordinarily be five occurrences of Officer Scrutiny Panel for each Sabbatical Officer; two in Michaelmas term, two in Lent term, and one in Easter term.
- 3.1.1. All meetings shall ordinarily be held in Full Term.
- 3.1.2. Meetings should not occur in the same week as Student Council.
- 3.2. Sabbatical Officers must submit team and individual annual objectives to the first meeting of Michaelmas Term, at least five days in advance of the meeting, each

year for review and approval, and attend the meeting of the Panel to present their objectives.

- 3.3. Sabbatical Officers must submit Accountability Reports against their approved team and individual annual objectives to the Officer Scrutiny Panel at least five days in advance of each meeting (with the exception of the first meeting of Michaelmas Term), and then attend each meeting of the Panel to present their report. Sabbatical Officers shall submit accountability reports to the panel at least five days in advance of the meeting.
- 3.4. Sabbatical Officers shall retire from any meeting of the Officer Scrutiny Panel when asked to do so by the Chair.
- 3.5. The minutes of any preceding meetings of the Executive Committee since the previous meeting of the Officer Scrutiny Panel shall be submitted to the Panel for note.
- 3.6. Quorum of the Officer Scrutiny Panel shall ordinarily be four. In the event that a quorum is not present at a scheduled meeting of the Panel, the meeting's business shall be moved to be conducted by circulation.
- 3.7. Minutes from each meeting of the Officer Scrutiny Panel shall be approved by circulation within a week of the meeting, and then published for all Student Members. Minutes from each meeting shall be published for all Student Members.
- 3.8. Any Student Member may attend a meeting of the Panel as an observer.

4. Roles and responsibilities

- 4.1. The Chair shall ensure that the conduct of members of the Officer Scrutiny Panel meets the minimum standards of behaviour as outlined in *By-Law 18 - Member Code of Conduct*.
- 4.2. Any member of the Officer Scrutiny Panel may propose a censure of a Sabbatical Officer if they feel that they are consistently not making appropriate progress towards their approved objectives.
 - 4.2.1. A censure should be voted on by a two third majority of a quorate meeting to be passed into effect.
- 4.3. In the event that two censures are passed in an Officer (during a single term of office) by the Officer Scrutiny Panel, the Student Council shall automatically consider a motion to trigger a referendum of no-confidence to remove that Sabbatical Officer at the next meeting of the Student Council.

BY-LAW 15: FORUMS

1. General Provisions

- 1.1. The purpose of Forums shall be to bring together groups of student representatives in order to:
 - 1.1.1. Discuss common issues affecting students they represent;
 - 1.1.2. Share tactics and strategy for dealing with significant issues;
 - 1.1.3. Coordinate campaigns on common issues;
 - 1.1.4. Feed into Union Policy by considering existing Policy and discussing motions to be raised at the Student Council; and
 - 1.1.5. Discuss and informally feed into Union work relevant to the members of a Forum;
- 1.2. In addition to College, Academic and Liberation Forums, other Forums can be assembled and called by the Executive Committee as and when necessary.
- 1.3. Forums shall be chaired by either a Sabbatical Officers or a Student Member.
- 1.4. Forums shall ordinarily meet at least once per term.

2. College Forum

- 2.1. The College Forum shall be a forum of College JCR and MCR representatives.
- 2.2. The members of College Forum shall be the elected representatives of JCRs, MCRs or equivalent bodies of all Colleges, and the Sabbatical Officers.

3. Academic Forum

- 3.1. The Academic Forum shall be a forum of Academic Representatives.
- 3.2. The members of Academic Forum shall be the Subject Representatives, Schools Representatives, college-level Academic Affairs Officers or equivalent, and the Sabbatical Officers.

- 3.3. Other students in academic representative roles, such as year reps or department reps, shall be allowed to attend Academic Forum at the discretion of the Vice-President (Education & Widening Participation).

4. Liberation Forum

- 4.1. Liberation Forum shall be a forum of representatives from Representative Student Groups as defined in By-Law 4 - Executive Committee.
- 4.2. The members of Liberation Forum shall be the committee members of Representative Student Groups, common rooms officers etc. and the Sabbatical Officers.

BY-LAW 16: MEMBER DISCIPLINARY PROCEDURE

1. Principles and General Provisions

- 1.1. The purpose of the Member Disciplinary Procedure is to ensure the Member Code of Conduct is upheld.
- 1.2. The Member Disciplinary Procedure should not conflict with any University or College disciplinary procedure or civil or criminal procedure.
- 1.3. The Member Disciplinary Procedure shall apply to Student Members who are also employees of the Union only subject to the Union having first carried out any steps it is required to take under the Sabbatical Officers contract of employment and/or the applicable disciplinary procedure and otherwise in accordance with good employment practice.
- 1.4. Action taken under the Member Disciplinary Procedure should be kept confidential wherever possible.
- 1.5. The Member Disciplinary Procedure should take place promptly. If the outcome of a referral to the disciplinary procedure is not communicated to the complainant and respondent within 30 days, the Union shall inform the complainant and the respondent of the reason for the delay and a new anticipated timescale for the procedure.
- 1.6. Records shall be made of all parts of this procedure and shall be kept for no less than 2 years.
- 1.7. The Chief Executive Officer shall prepare an annual report on action taken under the Member Disciplinary Procedure which shall be presented to the Board of Trustees.

2. Initiating the Member Disciplinary Procedure

- 2.1. The Member Disciplinary Procedure shall be initiated if:
 - 2.1.1. A Student Member notifies the Chief Executive Officer of their desire to refer any other Student Member to the Member Disciplinary Procedure in a manner specified by the Union, this being clearly advertised to all Student Members; or

- 2.1.2. The outcome of a complaint considered in accordance with By-Law 10 - Grievance and Complaint Procedure requires it.
- 2.1.3. The Chief Executive Officer initiates the Member Disciplinary Procedure
- 2.2. Where the Member Disciplinary Procedure is initiated by a Student Member in accordance with Clause 2.1.1 the Chief Executive Officer shall, as soon as is practicable and within one working day of receiving notice of the Student Member's desire to refer another Student Member to the Member Disciplinary Procedure, acknowledge receipt to the complainant and make the complainant aware of this By- Law and any other information published by the Union regarding the submission and consideration of complaints.

3. Investigation

- 3.1. The CEO, or another staff member of the Union to whom the CEO delegates this task, shall conduct an investigation into any matter referred to the Member Disciplinary Procedure. Such an investigation shall:
 - 3.1.1. Be conducted impartially, with the aim of establishing the facts of the matter and not with intent to establish either guilt or innocence;
 - 3.1.2. Include an opportunity for submissions from both the complainant and respondent, either by conducting a meeting for which records are kept or by preparation of a written statement; and
 - 3.1.3. Include a recommendation regarding further action.

4. Preliminary Consideration

- 4.1. A report of the investigation and any evidence collected shall be presented to the Chair of the Executive Committee within 10 working days of receipt of the complaint by the Union, (subject to Clause 4.2) who shall consider the report and:
 - 4.1.1. Determine that no breach of the Member Code of Conduct has taken place and resolve to take no further action;
 - 4.1.2. Determine that there is evidence of a minor breach of the Member Code of Conduct and resolve to take action in accordance with Clause 5; or
 - 4.1.3. Determine that there is evidence of a major breach of the Member Code of Conduct and call a Member Disciplinary Hearing.
 - 4.1.4. Determine the Union's Member Disciplinary Procedure unable to consider the matter and refer the matter to the Board of Trustees for further action or refer the matter to the relevant University or College disciplinary procedure.

- 4.2. If the Chair of the Executive Committee has a prior involvement in the matter under consideration, or any other conflict of interest, their role in all parts of this Procedure shall be fulfilled by another Sabbatical Officer on the nomination of the Chief Executive Officer.
- 4.3. In determining whether a minor or major breach has occurred, consideration shall be given to any previous referrals to the Member Disciplinary Procedure for the respondent for which records are held by the Union.
- 4.4. Incidents where there is an allegation of Grave Misconduct as defined in By-Law 18 - Member Code of Conduct shall always be considered under Clause 4.1.3 and proceed to a Member Disciplinary Hearing.
- 4.5. The Complainant and Respondent shall be notified of the outcome of this stage of the Member Disciplinary Procedure within 2 working days of consideration of the report of the investigation.

5. Minor Breaches

- 5.1. Following a minor breach of the Member Code of Conduct, the Chair of the Executive Committee may resolve to:
 - 5.1.1. Give a formal warning to the respondent;
 - 5.1.2. Require the Respondent to send a written apology; or
 - 5.1.3. Suspend any or all of the right and privileges of Student Membership of the Union for a period of not more than one month, with the exception of the right to hold an elected office to which the respondent has already been elected.

6. Disciplinary Hearings

- 6.1. Following a major breach of the Member Code of Conduct, a Member Disciplinary Hearing shall be held to determine whether a major breach of the Member Code of Conduct has taken place and determine further action.
- 6.2. The Chair of the Executive Committee shall convene a Panel to adjudicate the Member Disciplinary Hearing.
 - 6.2.1. The Panel shall be made up of the Chair of the Executive Committee and two other members of the Executive Committee.
 - 6.2.2. The Chair of the Executive Committee shall be the Chair of the Panel.
 - 6.2.3. No member of the Panel shall have a prior involvement in the matter under discussion or any other conflict of interest.

- 6.3. The Complainant and Respondent shall be given no less than 5 working days' notice of the Member Disciplinary Hearing, which shall take place no more than 10 working days after the Preliminary Consideration of the referral.
- 6.4. Submitting Evidence
 - 6.4.1. Statements and other evidence (including witnesses attending the hearing) may be submitted to a Panel, with all such information shared with all relevant parties prior to the hearing;
 - 6.4.2. Arrangements for notifying witnesses of a Member Disciplinary Hearing will be the responsibility of the person who has requested their attendance;
 - 6.4.3. Any information previously considered at earlier stages will be provided, as evidence, to a Member Disciplinary Hearing;
- 6.5. Attendance at the Hearing
 - 6.5.1. Complainants or respondents may be accompanied or represented by a Student Member but may not have external or legal representation;
 - 6.5.2. If the complainant or respondent and/or their representative fails to attend the hearing, the Panel may proceed with the hearing or adjourn for a reasonable period.
- 6.6. A Member Disciplinary Hearing can be adjourned if a request is made to the Chair, by any party or Panel member, in order to consider further information, hear further witnesses or allow extra time for other reasons. Such agreement will not be unreasonably withheld and the Chair shall determine the length of the adjournment;
- 6.7. A Member Disciplinary Hearing will operate in accordance with the following procedures:
 - 6.7.1. The Chair will introduce all present, outline what will happen in the hearing, and ensure everyone understands the purpose of the hearing;
 - 6.7.2. The complainant or appellant will present their case and introduce any supporting statements and/or or witnesses;
 - 6.7.3. There will be an opportunity for the members of the Panel and the respondent to question the complainant and any witnesses;
 - 6.7.4. The respondent will present their case and may introduce any supporting statements and/or witnesses;
 - 6.7.5. There will then be an opportunity for members of the Panel and the complainant to question the respondent;
 - 6.7.6. The complainant will be given the opportunity to make a final statement;
 - 6.7.7. The respondent will be given the opportunity to make a final statement;
 - 6.7.8. The complainant and respondents will be asked to leave the room to allow the Panel to make a decision;

- 6.7.9. The complainant and respondent will be invited to re-join the hearing and the Chair of the Panel will inform them of the decision, or, if a decision has not been reached, a date when it will be issued;
- 6.7.10. Complainants and respondents will subsequently receive written notification of the decision, including any further rights of appeal;
- 6.8. The Panel will give both the Complainant and Respondent the opportunity to request to not be in direct contact with the other, and shall not unreasonably decline such requests. In the event of such a decision, all witnesses shall submit statements in advance of the Member Disciplinary Hearing. All statements shall be circulated to both the Complainant and the Respondent not less than 2 working days before the Member Disciplinary Hearing, and both Complainant and Respondent shall be permitted to submit questions to the panel to be asked on their behalf.

7. Major Breaches

- 7.1. Following a major breach of the Member Code of Conduct, the Panel may resolve to:
 - 7.1.1. give a formal warning to the Respondent;
 - 7.1.2. require the Respondent to send a written apology;
 - 7.1.3. suspend any or all of the Respondent's right and privileges as a Student Member of the Union for a limited period, including the right to hold to hold elected office;
 - 7.1.4. permanently remove the Respondent from Student Membership of the Union;
 - 7.1.5. refer the matter to the Board of Trustees for further action or refer the matter to the relevant University or College disciplinary procedure; or
 - 7.1.6. Require the Respondent to pay costs to make good any damage or financial loss incurred by the Union as a result of their actions.

8. Right of Appeal

- 8.1. If the either the complainant or respondent is dissatisfied with the outcome, they shall be entitled to make a complaint to the Union's complaint's procedure in accordance with By-Law 10 - Grievance and Complaint Procedure on one or more of the following grounds:
 - 8.1.1. there was a procedural irregularity which rendered the process leading to the decision unfair; or
 - 8.1.2. the outcome, resolution or penalty was manifestly unfair or disproportionate.

9. Temporary Measures

- 9.1. In order to protect the Union or any of its members or staff, the Chief Executive Officer shall be empowered to exclude a Student Members from all or any premises, services and activities pending consideration of:
 - 9.1.1. a referral to the Member Disciplinary Procedure;
 - 9.1.2. misconduct under a University or College Procedure;
 - 9.1.3. a charge in a court of law.
- 9.2. The Chief Executive Officer may only take such action if, in their opinion, it is necessary to protect the Union or any of its members or staff.

BY-LAW 17: ACADEMIC REPRESENTATIVES

1. General Provisions

- 1.1. Academic Representatives shall be those students elected to University bodies as Subject Representatives or School Representatives in accordance with University Ordinance.
- 1.2. The Union shall consult with the University to determine the subject representative roles to be elected and hold annual elections for Subject Representative roles in consultation with the University, in accordance with University Ordinance.
 - 1.2.1. There shall be two Academic Representatives on the Council of each School, one undergraduate and one postgraduate.

2. Obligations of Academic Representatives

- 2.1. Academic Representatives shall:
 - 2.1.1. Represent the views of the students they represent;
 - 2.1.2. Campaign for changes in the interests of the students they represent;
 - 2.1.3. Attend relevant meetings of University bodies;
 - 2.1.4. Publicise themselves and their role to students;
 - 2.1.5. Consult with students to determine any issues that they should work on;
 - 2.1.6. Feedback outcomes of their work to students;
 - 2.1.7. Share student issues with relevant University/Union staff or officers;
 - 2.1.8. Signpost students to University and Union Services that can be of use to them;
 - 2.1.9. Engage with the Union.
- 2.2. In addition to the above duties, School Representatives shall;

- 2.2.1. represent the views of constituents and other Academic Representatives, including via Forums and to the Student Council;
- 2.2.2. engage with and coordinate Subject Representatives in their School

3. The Role of the Union

- 3.1. The Union shall provide support and training for Academic Representatives including through:
 - 3.1.1. Providing resources
 - 3.1.2. Induction training
 - 3.1.3. Providing opportunities to input into the direction of the Union
- 3.2. Providing opportunities for networking and coordination with other Academic Representatives. The Union shall work with the University to:
 - 3.2.1. Ensure that University staff are well-informed about the role of Academic Representatives
 - 3.2.2. Promote Academic Representative elections across Schools, Faculties and Departments
 - 3.2.3. Facilitate effective communication between Academic Representatives and the staff they interact with as part of their role

BY-LAW 18: MEMBER CODE OF CONDUCT

1. Purpose

- 1.1. The following code of conduct sets out the minimum standards of conduct and behaviour expected by all Student Members, service users and event attendees.

2. Expected Behaviour

- 2.1. The Union expects as a minimum standard of behaviour that each Student Member, service user and event attendee shall:
 - 2.1.1. Conduct themselves in a reasonable and responsible manner at all times;
 - 2.1.2. Conduct themselves in a manner of mutual respect and understanding for all members of the University and wider communities.
- 2.2. Should any Student Member of the Union, service user or event attendee fall below this minimum standard of behaviour, the Union retains the right to ask them to leave the premises or event.

3. Misconduct

- 3.1. Acts that constitute misconduct include, but are not limited to:
 - 3.1.1. Violent, indecent, disorderly, threatening, abusive or offensive behaviour to any student, employee of the Union or the University or any visitor to the University or any member of the local community.
 - 3.1.2. Abusive, threatening or offensive language (verbal or written, including via social media websites) to any student, employee of the Union or the University or any visitor to the University or any member of the local community.
 - 3.1.3. Action likely to cause injury or impair safety on Union or University premises.
 - 3.1.4. Inadvertent harassment, including racial or sexual harassment and harassment on the grounds of disability of any student, employee of the Union or the University or any visitor to the University.

- 3.1.5. Damage to, or defacement of, Union or University property or the local community caused intentionally or recklessly.
- 3.1.6. Failure to comply with the Union's Finance Procedures and with any decision on the use of Union funds made by a properly constituted body of the Union.
- 3.1.7. Failure to comply with the Union regulations for conduct of elections.
- 3.1.8. Rudeness or lack of respect shown towards Union Staff.
- 3.1.9. Theft, fraud, deceit, deception or dishonesty
- 3.1.10. Possession, or supply, of a controlled or illegal substance or any other illegal activity;
- 3.1.11. Behaviour which brings, or is likely to bring, the Union into disrepute;
- 3.1.12. Disruption, obstruction of, or improper interference with the social, governance or cultural activities of the Union;
- 3.1.13. Breaches of Union data protection, health and safety, safeguarding, equality and diversity or other policies or regulatory requirements;
- 3.1.14. Failure to comply with provisions governing Student Member conduct towards Union Staff in this By-Law;
- 3.1.15. Failure to comply with an exclusion or penalty previously imposed by the Union

4. Grave Misconduct

- 4.1. Acts that constitute grave misconduct for the purposes of By-Law 16 - Member Disciplinary Procedure include, but are not limited to:
 - 4.1.1. Violence that causes actual bodily harm;
 - 4.1.2. Serious damage to University/Union property;
 - 4.1.3. Fraud or theft;
 - 4.1.4. Intentional harassment, including racial or sexual harassment and harassment on the grounds of disability of any student, employee of the Union or the University or any visitor to the University.
 - 4.1.5. Sexual misconduct or inappropriate sexual behaviour.

5. Student Member conduct towards Union staff

- 5.1. The Union is a democratic organisation, which is member-led. The Union's staff, led by the Chief Executive Officer, work to enable the functioning of the Union by supporting Sabbatical Officers and other Elected Officers, and undertaking the

daily operation of the Union. Staff support but are not participants in the Union's democracy. The Board of Trustees are accountable for the actions of staff.

- 5.2. Student Members should refrain at all times from public comment on or criticism of members of current or former non-elected Union Staff.
- 5.3. In commenting on the Union or its actions, Student Members should never name members of non-elected Union Staff.
- 5.4. If a Student Member has concerns about the actions of a member of Union Staff, that Student Member should either hold elected officers accountable for the Union's actions through the mechanisms specified in these By-Laws or should make a complaint in accordance with *By-Law 10 - Grievance and Complaint Procedure*.