STUDENTS' UNION UCL

Students' Union UCL Bye-Laws

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25 May 2022

Bye-Law- 1 General

1. The Union is a company limited by guarantee.

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

3. The Memorandum & Articles shall take precedence over these Bye-Laws and these Bye-Laws shall not be interpreted or applied in any way that is inconsistent with the Memorandum & Articles.

4. In the case of confusion or contradiction in these Bye-Laws, the Governance Committee shall have power to interpret their wording.

5. Union Council as defined in the Memorandum and Articles of Association shall be referred to as "Union Executive"

6. These Bye-Laws may be amended by the Union Executive, in accordance with the relevant sections in these Bye-Laws, via a special resolution with a 75% majority vote.

7. The Union is fully committed to equal opportunities and will strive to ensure that no Member or member of staff is subject to discrimination in any form. All Officers should strive to ensure equal opportunities within their remit. All meetings must be accessible to all Members; that includes venues, digital platforms and papers.

8. The Union may affiliate to any external organisation provided that such affiliations do not violate relevant law or the Memorandum & Articles or Bye-Laws. All affiliations shall be posted on the website, approved by the Union Executive and reported at the Annual Members' Meeting.

9. The Union shall publish an annual impact report which will be submitted to UCL Council before its last meeting of the session.

10. The Union shall observe the UCL Code of Practice on Freedom of Speech.

Bye-Law 2- Membership

1. All UCL students are automatically Members of the Union unless they opt out.

2. Regulations of Membership shall be as stated in the Memorandum & Articles.

3. Associate membership of the Union shall be open to all members of UCL staff (including honorary members of the academic staff), Union staff, Fellows of UCL, past students of UCL and those who are employed by UCL upon payment of the relevant membership fee, as laid down by Union Executive.

4. Associate membership of the Union may be granted to those UCL students on a 'disruption of studies' who are considered to have extenuating circumstances.

5. Honorary Life Membership of the Union may be granted by Union Executive.

6. Visiting membership of the Union may be granted to members of Students' Unions in other Colleges or Universities for a period not exceeding twelve months, upon payment of a membership fee as laid down by Union Executive. Visiting membership application must be recommended by either a Union club/society or the Student Activities Team. Applications can be considered by the Activities ~~and~~ & Engagement Officer on behalf of Union Executive.

7. Honorary Life Members, Visiting and Associate members are not granted full membership rights and therefore cannot take part in the democratic procedures of the Union such as voting in Union elections or hold elected office.

8. Students may opt out of their Membership of the Union. Students that opt out of their Membership are not able to take part in the democratic processes of the Union including in its Clubs & Societies, but retain their right to access facilities ~~and~~, the Union Advice Service as well as Clubs ~~and~~& Societies.

    ~~a. They may still join Clubs & Societies~~

    ~~b. They may not hold an elected position within a club or society; nor vote in a club or society elections~~

Bye-Law 3- Liberation Networks

1. Liberation Networks

a. Liberation Networks shall exist to enable their members to self-organise in order to lead efforts to:

   i. challenge and change discrimination, oppression and inequality that they face.

   ii. defend and extend their rights.

   iii. represent and further their particular concerns, needs and interests within the Union, UCL and beyond.

   iv. ensure that the Union's actions do not unfairly exclude, neglect or discriminate against them.

   v. promote and facilitate social intercourse and cooperation amongst themselves.

b. The Equity & Inclusion Officer shall be the assisting Sabbatical Officer for each Liberation Network.

c. Each Liberation Network's Constitution must make provision for the self-representation of members who are also members of the other Liberation Networks. This may be arranged in coordination with the other Liberation Networks.

d. The Liberation Networks shall be:

   i. The Women's Network

      1. the Women's Network is open to all who self-define as women, including (if they wish) those with complex gender identities which include 'woman', and those who experience oppression as women.

      2. the Convenor shall be the Women's Officer.

   ii. The Black & Minority Ethnic (BME) Students' Network

      1. the members shall self-define as black and/or minority ethnic.

      2. the Convenor shall be the Black & Minority Ethnic (BME) Students' Officer.

   iii. The Disabled Students' Network

      1. the members shall self-define as disabled. This shall include non-visible disabilities.

2. the Convenor shall be the Disabled Students' Officer.

iv. The LGBT+ Students' Network

1. the members shall self-define as Lesbian, Gay, Bisexual, Trans* and/or any other gender/sexual/romantic minority including but not limited to Asexual spectrum, Aromantic spectrum, Queer and Intersex.~~other gender/sexual minority including but not limited to Asexual spectrum, Aromantic spectrum, Queer and Intersex.~~

~~1.~~2. Supports the Trans network.

~~2.~~3. the Co-Convenors shall be the LGBQ+ Officer and the Trans Officer.

2. Governance of Liberation Networks

a. Each Liberation Network and its Officers and meetings (including matters of quorum and procedures for Constitutional amendments) shall be governed by a Constitution, subject to any requirements in the Bye-Laws.

b. With the permission of a Liberation Network's Convenor, Union Executive may amend or create that Liberation Network's Constitution by a ~~two-thirds~~ majority vote.

~~c. If a Liberation Network lacks a procedure for creating or amending its Constitution, a two-thirds majority vote of a quorate, advertised open meeting attended by at least twenty-five of its members shall be sufficient.~~

~~d.~~c. Each Liberation Network shall hold democratic open meetings at which its members can discuss relevant issues, set the Liberation Network's Policy, and direct the Liberation Network's Officers.

~~e.~~d. Each Liberation Network shall be coordinated by its Convenor with the support of the assisting Sabbatical Officer, both to be specified elsewhere in the Bye-Laws. The assisting Sabbatical Officer shall attend open meetings and Liberation Network Executive Committee meetings and assist the Liberation Network as required by its Officers and Constitution.

~~f.~~e. A Constitution may define additional elected Officers within the Liberation Network. It must specify their responsibilities as well as mechanisms for their election and for their recall for any reason. These Officers shall, along with the Convenor and any ex-officio positions specified in the Liberation Network's Constitution, constitute the Executive Committee of that Liberation Network.

~~g.~~f. Subject to their own constitutions and the oversight of the Board of Trustees, Liberation Networks shall be free to set their own Policy, to act, and to spend their own resources as they see fit, except that they may not directly contradict or violate the Memorandum & Articles or these Bye-Laws.

Bye Law 4- Union Executive and Policy Zones

In accordance with Bye-Law 1.5, Union Council as defined in the Memorandum and Articles of Association shall be referred to as "Union Executive."

1. **Union Executive:**

    a. Purpose:

        i. To set Union Policy, usually on the recommendation of Union Policy Zones

        ii. Monitor the implementation of Union policy

        iii. Oversee Union democratic processes and where required, vote to amend the Bye-Laws as outlined in Bye-Law 1.

        iv. Oversee Policy Zones and Officer accountability

        v. Refer policy to referendum as appropriate

        vi. Refer matters to the Board of Trustees as appropriate

    b. Membership:

        i. All Sabbatical Officers (6)

        ii. Disabled Students' Officer

        iii. LGBQ+ Students' Officer

        iv. Trans Officer

        v. Women's Officer

        vi. BME Students' Officer

        vii. Sustainability Officer

        viii. An elected officer from each policy zone (3)

    c. Protocol and Procedures:

        i. Quoracy of meetings shall be 50% +1.

        ii. Meetings shall be chaired by the Union Affairs Officer.

iii. The Chair shall ~~have an additional vote to cast in the event of a tie~~be a voting member.

iv. Meetings shall be scheduled at a minimum of twice in Terms 1 and 2 and at least once in Term 3.

v. Additional meetings may be called by the Chair.

vi. All items for approval, including Amendments to Bye Laws shall be circulated to the Union Executive Committee five working days in advance.

vii. Sabbatical Officers shall produce an accountability report for each meeting and time will be allowed for questions and debate on reports.

viii. Union Executive shall report to the Annual Members' Meeting summarising all policy passed and any Amendments to Bye-Laws and affiliations approved.

~~ix. Union Executive may review and refer any policy to referendum or Board of Trustees where appropriate.~~

ix. Union Executive may create policy where an issue does not fit into an existing policy zone.

x. Union Executive cannot make amendments to policy received by a zone. In this instance, any policies should be referred to the relevant zone for amendments.

xi. If a Liberation Officer is unable to attend Union Executive, they may send an officer of their Liberation Network Committee in their stead, who will have voting rights for the duration of the meeting. This is known as proxy voting.

xii. Any Liberation Network committee member exercising proxy voting rights must have been sufficiently briefed by the officer on whose behalf they are voting. They must have had access to the agenda and papers of the meeting.

2. Education Zone:

a. Purpose:

i. To discuss issues and work on projects, campaigns and propose policies which aim to improve the educational experience of UCL students

ii. To hold relevant elected officers to account for work as it relates to the zone.

b. Membership:

i. Education Officer (Chair)

ii. One Faculty Rep from each level of study and from each Faculty

iii. Research Students' Officer

iv. Postgraduate ~~Students'~~ Officer

~~iv.~~v. Equity & Inclusion Officer

3. Activities Zone:

a. Purpose:

i. To discuss issues, work on projects, campaigns, and propose policies, which aim to improve student activity at UCL including societies, sport, volunteering, events and enterprise.

ii. To hold relevant elected officers to account for work as it relates to the zone.

b. Membership:

i. Activities &~~and~~ Engagement Officer (Chair)

ii. Postgraduate Officer

~~ii.~~iii. Equity & Inclusion Officer

~~iii.~~iv. Arts Officer

~~iv.~~v. Sports Officer

~~v.~~vi. Societies Officer

~~**vi.** Community Relations Officer~~

vii. Sports Reps (6)

viii. Societies Reps (9)

1. Student Media
2. Performance Art
3. Non-Performance Art
4. Societies Non-Portfolio Reps (x6)

ix. Volunteering Reps (4)

4. Welfare and Community Zone:

a. Purpose:

i. To discuss issues and work on projects, campaigns and propose policies with an aim to improve the wellbeing of UCL students on campus and in the wider community;

ii. To hold relevant elected officers to account for work as it relates to the zone.

b. Membership:

i. Welfare &~~and~~ Community Officer (Chair)

ii. Equity & Inclusion Officer

iii. Postgraduate ~~Students'~~ Officer

iv. BME Students' Officer

v. Women's Officer

vi. Sustainability Officer

vii. Accommodation &~~and~~ Housing Officer

~~viii. Community Relations Officer~~

~~ix.~~viii. International Students' Officer

~~x.~~ix. Hall Reps

~~xi.~~x. Mature & Part-time Students' Officer

~~xii.~~xi. Officer for students with caring responsibilities

~~xiii.~~xii. Welfare Reps from sports clubs (4)

~~xiv.~~xiii. Welfare Reps from societies (4)

5. Zone Protocol and Procedures:

a. To create a new policy zone, an Amendment to Governing Documents must be passed by Union Executive.

b. Policy Zones may create working groups which must report to the main Zone.

c. A relevant Students' Union staff member will be appointed to offer advice and support to Zones.

d. Any member of the Union can attend meetings and contribute to discussions in the Zone, however, they will not have voting rights.

e. Each Policy Zone should meet a minimum of twice in Terms 1 and 2 and once in Term 3.

f. The Chair shall ~~have an additional vote to cast in the event of a tie~~be a voting member.

g. Additional meetings may be called by the Chair.

h. Policy Zones should agree their priorities at their first meeting.

i. Quorum is required for a vote to take place and shall be 50% +1 of members.

j. All liberation officers shall have voting rights across the Policy Zones should they wish to attend.

k. If a liberation officer is unable to attend a Policy Zone, they may send a member of their Liberation Network ~~Committee~~ Committee instead~~in their stead~~, who will have voting rights for the duration of the meeting

l. The Chair of each Zone should be the relevant Sabbatical Officer. If they are absent an acting chair may be elected at the meeting.

m. Policy proposals may be referred to Union Executive ~~Committee~~if the business is urgent or if there is not a relevant Zone to accommodate the proposal, at the discretion of the chair.

~~m.~~n. Each policy proposal passed by a Zone needs to be ratified at the next available and quorate Union Executive.

~~n.~~o. Voting members of the Zone may no confidence the Chair by a majority vote and elect an Acting Chair for the duration of the meeting.

~~o.~~p. Amendments to policy proposals may take place during debates should a majority of members agree.

~~p.~~q. Each Zone must report to the Union Executive ~~Committee~~ including all policies adopted.

~~q.~~r. Each Zone is responsible for electing members to serve as representatives on bodies outside of the Union.

Bye-Law 5- Referenda

1. Any issue decided by a Referendum shall overrule any decision made except for those made by the Board of Trustees and its Committees.

2. A Referendum may be called by any of the following:

    a. A simple majority vote of Union Executive

    b. By a Secure Petition of at least 0.5% of the membership provided proposed to Union Executive

        i. A petition calling for a referendum in the case of No Confidence for a Sabbatical Officer must be 2%.

        ii. Petitions must have a UCL email, UPI or Student Number to enable checks.

        iii. The Returning Officer will confirm the total number of students who have signed the petition. If duplicate or invalid student numbers or names are discovered, then they shall be removed and discounted from the petition.

    c. A resolution of the Board of Trustees

3. A referendum schedule shall be approved by Union Executive.

4. Quorum for a Referendum shall be 5% of the Membership.

5. The Referendum shall be conducted by means of a cross-campus ballot.

6. Voting shall be open for at least forty-eight hours.

    a. Voting shall usually be conducted online through a~~n online~~ secure poll

    b. Voting cannot open until after the Open Meeting has taken place

7. At least one Open Meeting shall be held prior to the open of voting, to debate the proposal.

8. Amendments to the Referendum question may be debated and agreed by attendees of the meeting.

9. Agreed amendments will be listed separately to the original proposal on the ballot.

10. The Referendum proposal must include question text to be put to the Membership as well as for and against arguments for the proposal.

11. Once submitted, a Referendum question can only be withdrawn by the proposer. The proposer may withdraw the referendum question at any time up to the declaration of results.

a. If the result of voting in a referendum is a tie, then the result is decided in line with the Electoral Commission's rules by the drawing of lots (i.e. a method of selection by chance such as tossing a coin or picking a name out of a hat). The method of selection will be decided and conducted by the Returning Officer ~~or their nominee~~.

Bye-Law 6- Members' Meetings

1. All members of the Union shall be entitled to attend Members' Meetings
2. A Members' Meeting may be called in accordance with the Articles.
3. Business shall include:
    a. Sabbatical Officers' reports
    b. Questions to Officers
    c. Summary of policies adopted
    d. Presentation of amendments to the Bye-Laws
    e. Presentation of any new affiliations
    f. Debate of topical issues where appropriate
4. The Chair of Members' Meetings shall be the Union Affairs Officer. In their absence, a Sabbatical Officer will chair the meeting.
5. Members may no confidence the Chair by a majority vote and elect a new Chair at the meeting.

Bye-Law 7- Union Policy

1. No Policy can deny any group of members their rights and privileges as protected under the Memorandum & Articles, Equalities Act and Bye-Laws.

2. Policy can be set by:

    a. Union Executive, primarily as recommended by Union Policy Zones

    b. Referendum

3. Policy shall exist for two years unless it is overturned.

    a. Union Executive can overturn policy previously adopted by Union Executive

    b. Referenda can overturn policy adopted by Union Executive and Policy Zones

    ~~b.~~c. The Board of Trustees can overturn any policy in accordance to the provisions in the Memorandum & Articles.

~~4. Policies remain subject to the authority of the Board of Trustees on the financial and legal grounds set out in the Memorandum & Articles.~~

~~5.~~4. Where two policies are in contradiction, the Policy passed at the higher body shall take precedence. Where the two policies were passed at the same level, the most recent shall take precedence.

~~6.~~5. An amendment to a motion going to a meeting may be proposed by any member of the meeting and voted on should the majority of the voting members agree.

Bye-Law 8- Union Officers

1. General

a. Any Officer who ceases to be a Member during their term shall vacate their post.

b. All Officers are required to act at all times in accordance with the Memorandum & Laws as well as upholding them throughout the Union's activities.

c. All Officers shall attend meetings they are involved with to fulfil their role.

d. All Officers shall liaise with each other between meetings and actively seek to promote themselves and their work to Membership.

e. All Officers must consult with Members of the Union throughout their time in office so that they continue to remain as representative as possible.

f. Notification of resignation of an officer/officer-elect must be in writing to the ~~Union Affairs Officer.~~Chief Executive.

2. Sabbatical Officers: Collective Duties

a. Shall be collectively responsible for the political leadership of the Union.

b. Shall work full-time and represent the interests of students to UCL, including participating in UCL committees and regular meetings with senior UCL staff.

c. Shall meet regularly with the Chief Executive and Senior Management Team to discuss the strategy, operation and management of the Union.

d. Shall serve as the Sabbatical Trustees on the Board of Trustees, subject to the Articles. For the purposes of the 1994 Education Act 22(2)(d), the Sabbatical Trustees shall be the "major union offices".

e. Shall ensure the Union is ethical, ~~environmental~~ and sustainable.

f. Shall share the responsibilities of communicating with the Membership, keeping all Members informed about the work of the Sabbatical Officer Team and the Union's services for Members.

~~g.~~ Shall be accountable to students and keep all students informed of their work on behalf of the Union's members.

~~g.~~h. Shall attend University Misconduct and Disciplinary Committees when required.

~~h.~~i. Shall serve their term of office from 16 July to 15 July of the following year, with a handover period from 1 July to 15 July.

~~i.~~j. Shall fulfil their roles as outlined in the role descriptions and to support, where appropriate, other student officers and representatives in the fulfilment of their roles.

~~j.~~k. Shall act as the spokespersons for the Union.

3. Sabbatical Officers: Individual Purpose

i. Activities &~~and~~ Engagement Officer

Lead on shaping the co-curricular and social experiences and opportunities that Members want from the Union. Lead the Union on engaging with the cultural diversity of our Membership and building global partnerships to benefit our Members.

ii. Education Officer

Lead on representing students' academic interests to UCL and beyond. Lead the Union's work in influencing UCL to achieve fair, accessible and high-quality education at UCL.

iii. Equity & Inclusion Officer

Lead on equity and inclusion work across the Union to ensure that UCL is truly inclusive and welcoming for all students and that all students are able to participate in the Union's activities. Work closely with, support and be accountable to the BME Students', Disabled Students', LBGQ+, Trans and Women's Officers and Networks to help champion their work, ensuring that the networks are thriving, active, welcoming and democratic communities.

iv. Postgraduate Officer

Lead on all issues relating to the needs and interests of postgraduate taught and research students. Lead the Union in making sure we provide the best student experience for postgraduate Members.

v. Union Affairs Officer

Lead the Union in making sure its activities and services are democratic, transparent and meet the needs of the Membership. Lead communications between the Union and students and help to champion the Union's work on financial and environmental sustainability.

vi. Welfare & Community Officer

Lead on all issues relating to welfare, wellbeing and housing for Members ensuring that the Union promotes their mental, physical and social wellbeing. Lead on ~~the Union's community relations and~~ initiatives to enable students to make a positive contribution to the local community and that local

public services meet students' needs. Represent students' interests regarding welfare, housing and community relations to UCL and beyond.

4. Student Officers: Individual Purpose

a. The ~~Non-Sabbatical~~Student Officers are eligible as a job share. This means that two members ~~would~~ could run together in order to fill the position together and share the workload.

b. Officers in a job share are entitled to one collective vote.

c. The following Officers shall be elected:

i. BME Students' Officer

Lead the Union's BME Network in continuing to build an engaging, dynamic and rewarding community of BME students and make sure that the Network caters to and is inclusive of all its members. Represent the collective interests and needs of BME students to decision-making bodies within the Union. Working alongside and supported by the Equity & Inclusion Officer, represent these collective interests to UCL and beyond.

ii. Disabled Students' Officer

Lead the Union's Disabled Students' Network in continuing to build an engaging, dynamic and rewarding community of disabled students and make sure that the Network caters to and is inclusive of all its members. Represent the collective interests and needs of disabled students to decision-making bodies within the Union. Working alongside and supported by the Equity & Inclusion Officer, represent these collective interests to UCL and beyond.

iii. LGBQ+ Officer

Lead the Union's LGBT+ Network alongside the Trans Officer in continuing to build an engaging, dynamic and rewarding community of LGBT+ students and make sure that the Network caters to and is inclusive of all its members. Represent the collective interests and needs of LGBQ+ students to decision-making bodies within the Union. Working alongside and supported by the Equity & Inclusion Officer, represent these collective interests to UCL and beyond.

iv. Trans Officer

Lead the Union's LGBT+ Network alongside the LGBQ+ Officer in continuing to build an engaging, dynamic and rewarding community of LGBT+ students and make sure that the Network caters to and is inclusive of all its members. Represent the collective interests and needs of Trans and non-binary students to decision-making bodies within the Union. Working alongside and supported by the Equity & Inclusion Officer, represent these collective interests to UCL and beyond.

v. Women's Officer

Lead the Union's Women's Network in continuing to build an engaging, dynamic and rewarding community of women students and make sure that the Network caters to and is inclusive of all its members. Represent the collective interests and needs of women students to decision-making bodies within the Union. Working alongside and supported by the Equity & Inclusion Officer, represent these collective interests to UCL and beyond.

vi. Accommodation &~~and~~ Housing Officer

Represent the collective interests and needs of students relating to affordable, accessible and good quality living environments to the Union. Working with the Welfare &~~and~~ Community Officer, represent the needs and priorities of students have with the living accommodation within UCL, the University of London and beyond.

vii. Arts Officer

Lead in developing and building a strong community of arts societies. Working with the Activities &~~and~~ Engagement Officer, oversee all arts societies in the Union and develop opportunities for students to pursue a rich range of artistic interests at UCL.

~~viii. Community Relations Officer~~

~~Lead on supporting and championing local community engagement and community safety initiatives so that students can make an active contribution and are safe in the local community. Working with the Welfare and Community Officer, represent students in the local community to ensure public services meet their collective needs and interests.~~

~~ix.~~viii. International Students' Officer

Lead the development on an engaging, dynamic and rewarding community of international students and represent the needs and interests of international students within the Union. Working with the Activities &~~and~~ Engagement Officer to facilitate initiatives to support intercultural engagement across our diverse student communities. Working with the Welfare &~~and~~ Community Officer, represent the collective interests of international students to UCL and beyond.

~~x.~~ix. Mature &~~and~~ Part Time Students' Officer

Lead the development of an engaging, dynamic and rewarding community of mature and part-time students and represent their interests and needs to the Union. Working with the Welfare ~~and~~& Community Officer, represent these collective interests to UCL and beyond.

~~xi.~~x. Officer for Students with Caring Responsibilities

Lead the development of an engaging, dynamic and rewarding community of students with caring responsibilities and represent their interests and needs to the Union. Working with the Welfare &~~and~~ Community Officer, represent these collective interests to UCL and beyond.

~~xii.~~xi. Research Students' Officer

Lead the development of an engaging, dynamic and rewarding community of research students within the Union and represent the needs and interests of research students. Working with the Postgraduate Officer, represent these collective interests to UCL and beyond.

~~xiii.~~xii. Societies Officer

Lead in developing and building a strong community of general interest societies. Working with the Activities &~~and~~ Engagement Officer, oversee all general interest societies in the Union and develop opportunities for students to pursue a rich range of interests at UCL.

~~xiv.~~xiii. Sports Officer

Lead in developing and building a strong community of sports clubs. Working with the Activities &~~and~~ Engagement Officer, oversee all sports clubs in the Union and develop opportunities for students to pursue a rich range of sporting activities at UCL.

xiv. Sustainability Officer

Represent students' priorities and interests to the Union relating to the environmental sustainability of the Union, UCL and wider student life. Working with the Union Affairs Officer, represent these priorities and interests to UCL and beyond, chair the Student Sustainability Council, develop an effective and engaged network of Student Sustainability Ambassadors, and contribute to the implementation of the Union's Sustainability Strategy.

~~xv.~~ Class & Social Mobility Officer

Work closely with societies related to social mobility and supporting students from low socioeconomic backgrounds. Represent the collective interests and needs of these students to decision-making bodies within the Union. Working with the Equity & Inclusion Officer and the Welfare & Community Officer, represent these collective interests to UCL and beyond. The Social Mobility & Class Officer will work with all officers on projects that affect those from these backgrounds.

5. Student Reps: Individual Purpose

i. Faculty Reps

Represent the interests of students of their status within their Faculty to the Union, on Education Zone, and to UCL. They shall also work with the Lead Department Reps and Programme Reps to represent members on relevant committees.

ii. Halls Reps

Represent the interests of students within their residence to the Union, UCL and on Welfare and Community Zone.

iii. Societies Reps

Represent the interests of students in societies to the Union, UCL and on the Activities Zone.

iv. Sports Reps

Represent the interests of students in sports clubs to the Union, UCL and on the Activities Zone.

v. Volunteering Reps

Represent the interests of students who take part in volunteering activity through the Union to the Union, UCL and on the Activities Zone.

vi. Welfare Reps

Represent the welfare and wellbeing needs of students in relevant sports clubs and societies on the Welfare and Community Zone.

Bye-Law 9- Accountability of Officers

1. All Officers are elected by and accountable to the Membership.

a. If a Member has a question about the work, activity or conduct of an Officer they may email the Officer and should expect a response within five working days.

b. If unsatisfied with the response they receive, they may request a meeting with the Officer, and the Officer must make arrangements to meet the Member within five working days where possible.

c. Members are also encouraged to attend Zone meetings, ~~the Union Executive~~ and the Annual Members Meeting where officers will be regularly issuing accountability reports.

d. Sabbatical Officer reports will be posted on the Union website ~~and displayed prominently in the SU buildings.~~

2. No Confidence Procedure for Sabbatical Officers

a. No Confidence motions for Sabbatical Officers require a 75% majority vote of eligible Members voting in a Referendum, provided that at least 5% of all Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 2% of all Members.

~~a.~~b. The motion must outline why the officer should be subject to a vote of No Confidence.

~~b.~~c. Sabbatical Officers, as employees of the Union, are subject to carry out their duties under the terms of employment as laid out by the Board of Trustees. They may be subject to dismissal following breaches of contract or gross misconduct in line with relevant employment law.

3. No Confidence Procedure for ~~Non-Sabbatical~~Student Officers

a. Members shall have the right to call a vote of No Confidence for any ~~non-sabbatical~~ elected Student Officer for any reason at any time by submitting a recall petition.

b. The recall petition must outline why the officer should be subject to a vote of No Confidence.

c. Quorum for recall petitions shall be 25% of the total number of votes in the position's recent election.

d. Signatories of the recall petition must be Members and who must sign the petition along with their student number.

e. Only Members eligible to vote in the election of the position in question may participate in proposing or voting in the recall.

f. The petition must be on the Union's website for five working days prior to the vote.

g. The vote may take place online.

h. Quorum for the No Confidence vote shall match the total number of votes for the position's recent election.

i. Once a No Confidence vote has been passed, the Officer in question will be immediately suspended from office.

4. Attendance and non-engagement

a. ~~Non-Sabbatical~~Student Officers who demonstrate a lack of engagement with their role may be deemed to have resigned by the Union Executive. Lack of engagement is defined as:

   i. having two absences to a Policy Zone

   ii. or, if a member of Union Executive, 4 total Union meetings during their term of office

b. Apologies accepted by the Chair do not count towards absences.

c. The officer will be notified and provided an opportunity to explain.

d. If the explanation is not sufficient as decided by Union Executive simple majority, or if they do not respond within five working days, they will be notified that the role has been vacated.

e. If an officer wishes to appeal against this decision, they may appeal to the ~~Union's~~ Board of Trustees.

Bye Law 10: Elections

1. The running of fair elections shall be the responsibility of the Returning Officer, on behalf of the Board of Trustees. They shall ensure the elections are run in accordance with the Memorandum & Articles and Bye-Laws.

2. All candidates must be a member of the Union at the time of their election.

3. All Officers and Representatives must be a member of the Union for the duration of their time in office.

4. Timing of Elections:

    a. Student Representatives and NUS Delegates shall be elected in Term 1. Student Representatives ~~and Student Trustees~~ shall be elected in Term 1. Two Student Trustees ~~should be elected in two batches, two~~ shall be elected in Term 1 ~~and two elected in the Spring~~.

    b. Sabbatical Officers and~~,~~ Student ~~Officers and NUS Delegates shall~~Officers shall be elected in Term 2. Two Student Trustees shall be elected in Term 2.

5. The Returning Officer shall:

    a. Be an external appointment ratified by Union Executive.

    b. Oversee the fair conduct of the elections in accordance with the Bye-Laws.

    c. Rule on the validity of any complaints arising from the conduct of candidates during the election as detailed in the Bye-Laws.

    d. Issue guidance to candidates during the elections.

    e. Oversee the count and verify the results of the elections.

    f. Submit a report annually to UCL Council, Governance Committee and the Board of Trustees

6. The Returning Officer is accountable to the Board of Trustees.

7. The Returning Officer may be carried out by any of the following:

    a. An NUS staff member

    b. The presiding or Deputy Returning Officer of Camden Council

    c. A member of academic staff at UCL

    d. A senior staff member of another Students' Union

8. The Deputy Returning Officer (DRO) shall:

a. Provide operational support for the elections as the Returning Officer's nominee

b. Enforce the election rules by making initial rulings in response to complaints and referring decisions to the Returning Officer where appropriate.

~~d.~~c. Be a current member of staff at the Students' Union.

~~8.~~9. Eligibility and nominations:

a. The ~~Non-Sabbatical~~Student Officers are eligible as a job share. However, should one candidate choose to withdraw after voting has opened, then both candidates will be withdrawn.

~~a.~~b. Nominations for the following positions must fulfil the criteria outlined:

i. Arts Officer must be a member of at least one Arts society for at least 28 days.

ii. BME Students' Officer must self-define as Black or Minority Ethnic.

iii. Disabled Students' Officer must self-define as disabled.

iv. International Students' Officer must have a normal residence outside of the UK.

v. LGBQ+ Officer must self-define as LGBQ+.

vi. Mature &~~and~~ Part-t~~T~~ime Students' Officer must either be a part-time student, or have begun an undergraduate course after the age of 21, or a postgraduate course after the age of 24.

vii. Officer for Students with Caring Responsibilities must self-define as a person with caring responsibilities.

viii. Research Students' Officer must be a Research student.

ix. Societies Officer must be a member of at least one society for at least 28 days.

x. Sports Officer must be a member of at least one sports club for at least 28 days.

xi. Trans Officer must self-define as Trans or non-binary.

xii. Women's~~'~~ Officer must self-define as a woman.

xiii. Hall Reps must be a resident of the relevant Hall.

xiv. Faculty Reps must be a student in the relevant Faculty.

xv. Non-Portfolio Societies Reps must be a member of at least one society and designated Societies Reps must be a member of a relevant society to their role.

xvi. Sports Reps must be a member of at least one sports club for at least 28 days.

xvii. Welfare Reps must be a Welfare Rep on the committee of a sports club or society for at least 28 days.

xviii. Volunteering Reps must be involved in at least one form of volunteering activity through the Union.

~~b.~~c. The remaining positions are open to any member of the Union.

~~c.~~d. A member may serve as a Sabbatical Officer for a maximum of two terms.

~~d.~~ All Sabbatical and Student Officers shall serve from 16 July in the year of their election until 15 July the following year, as well as an induction and handover period from 1 July before they take office.

~~e.~~ . Student Trustees elected in the ~~Autumn~~Term 1 will have their term of office run from November to October of the following year. Those elected in ~~the Spring~~ Term 2 will have their term of office run from August to July of the following year. ~~Student Trustees shall serve from 1 November in the year of their election until 31 October the following year.~~

e. ~~Student~~ Academic Reps which is an umbrella term for Course Rep, Lead Department and Faculty Rep, shall serve from the point of their election until when their successor is elected in the subsequent election round.~~30 September the following year.~~

i. Academic Reps will be asked whether they would like to continue their position if their role remains vacant.

f. Nomination forms must include the full name of those nominated and be submitted before the advertised close of nominations.

g. Nominations shall be open for at least five working days before they close.

h. The dates for the opening and closing of nominations shall be displayed on the Union website.

~~9.~~10. Campaigning

a. Election rules regarding campaigning ~~are adapted from this bye-law by the Elections Working~~may be determined by the Returning Officer.

~~a.~~b. No campaigning may take place before the start of the campaigning period as outlined on the Union website.

~~b.~~c. Candidates must not share Campaign Expenses. Campaign Expenses are defined as all campaign materials, including online advertisements, which have a market value above £0.

~~c.~~d. Materials received free of charge shall be counted towards the Candidate's Elections Budget, at the current market value of the materials. Materials available free of charge to all candidates shall not count towards the limit within the budget, but must still be documented.

~~d.~~e. Candidates are entitled to spend an allocated budget determined by the Returning Officer which will be announced at the Candidates' Briefing

~~e.~~f. Supporters may campaign for more than one candidate at the same time.

~~f.~~g. Candidates may endorse other candidates but are prohibited from sharing or pooling resources. A member running for multiple positions in the same set of elections will be treated as separate candidates.

~~g.~~h. Candidates may criticise another candidate's campaign but must never be personal. Candidates and their supporters must not:

i. reference another candidate's personal traits of character.

ii. misrepresent another candidate's religious, political, or other views or actions.

iii. intimidate any participant in the election, candidate, campaigner, student, staff or other.

iv. deliberately sabotage any campaign other than their own

v. deface any campaign materials (such as publicity, online media, social networking sites) of another candidate.

vi. make any attempt to influence the impartiality of the Returning Officer or Union staff.

vii. permanently damage any the Union or UCL area or property.

~~h.~~i. Candidates or supporters who are currently or have previously been a Union officer, volunteer or staff member must not use any facilities or communication methods available exclusively to them and not to other students, for the purpose of campaigning for an individual candidate or candidates.

~~i.~~j. Candidates must submit their Elections Budget by the time and date specified in the Candidates' Briefing.

~~j.~~k. Incumbent Sabbatical Officers wishing to stand for re-Election shall utilise holiday, and time in lieu to conduct campaigning activities.

k.l. Incumbent Sabbatical Officers standing for Election may not use any of the resources of their current position (such as publicity, photos, materials, stationery or email addresses or any other resources that are not accessible to other candidates).

l.m. The Union shall organise events at which Members will have the opportunity to hear candidates speak and ask them questions, including a public hustings.

m.n. Candidates and supporters must not make any unsolicited offer to provide a device for a voter to cast votes on utilise devices or digital technology to intimidate or coerce potential voters. This rule must be prominently displayed on the voting webpage so that voters can identify and report violations.

10.11. Voting

a. No Member shall have more than one vote.

b. The following shall be elected by those who fulfill the criteria outlined:

i. Arts Officer: Voters must be a member of at least one Arts society for at least 28 days.

ii. BME Students' Officer: Voters must self-define as Black or Minority Ethnic.

iii. Disabled Students' Officer: Voters must self-define as disabled.

iv. International Students' Officer: Voters must have a normal residence outside of the UK.

v. LGBQ+ Officer: Voters must self-define as LGBQ+.

vi. Mature &and Part-Time Students' Officer: Voters must either be a part-time student, or have begun an undergraduate course after the age of 21, or a postgraduate course after the age of 24.

vii. Officer for Students with Caring Responsibilities: Voters must self-define as a person with caring responsibilities.

viii. Research Students' Officer: Voters must be a Research student.

ix. Societies Officer: Voters must be a member of at least one society for at least 28 days.

x. Sports Officer: Voters must be a member of at least one sports club for at least 28 days.

xi. Trans Officer: Voters must self-define as Trans.

xii. Women's' Officer: Voters must self-define as a woman.

xiii. Hall Reps: Voters must be a resident of the relevant Hall.

xiv. Faculty Reps: Voters must be a student in the relevant Faculty.

xv. Non-Portfolio Societies Reps: Voters must be a member of at least one society and designated Societies Reps must be a member of a relevant society to their role.

xvi. Sports Reps: Voters must be a member of at least one sports club.

xvii. Welfare Reps: Voters must be a Welfare Rep on the committee of a sports club or society.

c. The remaining positions shall be elected by a cross-campus ballot.

d. The voting period for any position shall run for at least three working days.

e. Voting shall be done by secret ballot using the Alternative Vote / Single Transferable Vote system, as defined by the Electoral Reform Society of Great Britain and Northern Ireland.

f. The timing of the close of voting and the count shall be specified on the Union website.

g. If the result of voting in an election is a tie, then the result is decided in line with the Electoral Commission's rules by the drawing of lots (i.e. a method of selection by chance such as tossing a coin or picking a name out of a hat). The method of selection will be decided and conducted by the Returning Officer or their nominee.

h. In elections, the names of candidates for each position shall be placed in a random order on the ballot paper.

i. If re-open nominations is elected in a multi-seat election, its surplus of votes shall be transferred to a new re-open nominations candidate.

j. If re-open nominations is elected in a single-seat election, then the post shall remain vacant until nominations can be re-opened and a by-election held.

~~11.~~12. By-Elections

a. Vacant posts will be elected in the next scheduled election unless an additional By-election is approved by Union Executive.

~~12.~~13. Interpretation & Complaints

a. Any complaints about the conduct of candidates and their supporters must be made in writing in the time specified by the elections schedule.

b. ~~The Returning Officer shall make a ruling on the matter within 24 hours upon receipt of the complaint. The Returning Officer~~ The Deputy Returning Officer, in consultation with the Returning Officer as appropriate, shall make a ruling on the matter within 48 hours of

receipt of the complaint. They may give the alleged candidate the right of reply before making a ruling. Complainants may remain anonymous should they wish.

c. The Returning Officer may take any of the following disciplinary actions:

   i. oral or written warning

   ii. reduction in available campaign budget

   iii. ban on the use of certain campaign materials

   iv. disqualification of a candidate

   v. declare the election null and void

   vi. refer the matter to the Union disciplinary procedures

   vii. a combination of the above may be imposed.

~~13.~~14. The ruling of the Returning Officer is final; however, complaints about the conduct of the Returning Officer may be made to the Board of Trustees.

~~Bye Law 11: Committees of the Board of Trustees~~

1. ~~Union Executive shall receive, via the Chairs of the Committees, written reports of the meetings and decisions taken by them.~~

2. ~~The Committees of the Board of Trustees are those outlined in the Bye-Laws. Quorum of Committees, except for Remuneration Committee, shall be 50% of the membership, to include at least two Non-Sabbatical Members. The quorum of Remuneration Committee shall be 100% of the membership.~~

3. ~~Where the Chair of a meeting of a Committee of the Board of Trustees believes that matters to be discussed require confidentiality, they may request that guests or observers leave the meeting for the discussion of those confidential items.~~

~~4. Finance Committee~~

a. ~~Finance Committee shall be a committee of the Board of Trustees.~~

b. ~~Membership of the Finance Committee shall be:~~

   i. ~~All Sabbatical Officers~~

   ii. ~~Sustainability Officer~~

   iii. ~~Two Student Trustees appointed by the Board of Trustees.~~

   iv. ~~Four additional students approved by Union Executive.~~

   v. ~~External advisor with appropriate expertise, who is appointed by the Board of Trustees.~~

   vi. ~~External Trustee.~~

c. ~~In attendance shall be:~~

   i. ~~Chief Executive~~

   ii. ~~Head of Finance~~

   iii. ~~Other staff members proposed by the Chief Executive and agreed by the Chair.~~

   iv. ~~Any Members who wish to attend as observers~~

d. ~~The Chair of the Finance Committee shall be a Sabbatical Officer.~~

e. ~~The Finance Committee shall meet once per term.~~

f. The Committee, constitutionally, considers strategic options for, and the overall general management of, the Union's finances, including setting annual budgets, key performance objectives, and monitoring the financial performance of the organisation. It is charged with:

i. Consider and recommend, to the Board of Trustees, the annual income and expenditure budget for the coming year.

ii. Consider and report on statements of actual income and expenditure throughout the year and projected outturn against annual budget.

iii. Consider and take action where appropriate on the Union's long and short term investments, policy relating to the Union's insurances and arrangements for short-term and long-term borrowing.

iv. Consider the financial implications of capital projects and regularly report to the Board of Trustees on these projects.

v. Consider the Union's banking arrangements.

vi. Consider the approval of orders, contracts and financial commitments within the limits outlined in the Delegation of Authority.

vii. Consider and recommend, to the Board of Trustees, the Union's Reserves Policy.

viii. Consider policies, reports, recommendations and requests of referenda, Union Executive and Policy Zones and make recommendations on their financial implications.

ix. Report to the Board of Trustees and Union Executive, through submission of the minutes for each meeting of the Committee.

5. Governance Committee

a. Governance Committee shall be a committee of the Board of Trustees.

b. Membership of the Governance Committee shall be:

i. A Sabbatical Officer (Chair)

ii. Two other Sabbatical Officers

iii. One Student Trustee appointed by the Board of Trustees

iv. One External Trustee appointed by the Board of Trustees

v. Two additional student officers approved by Union Executive.

vi. External advisor with appropriate expertise appointed by the Board of Trustees.

c. In attendance shall be:

i. Chief Executive

ii. Head of Student Engagement & Communication

iii. Any Member who wishes to attend as observers

iv. Other staff members proposed by the Chief Executive and agreed by the Chair.

d. The Committee shall:

i. Examine any matters referred to it by the Board of Trustees, in relation to the oversight of democratic or organisational governance.

ii. Ensure that the appointment of External Trustees and Student Trustees are carried out in accordance with the relevant Articles.

iii. Ensure that new trustees are effectively trained and inducted, setting the culture and approach to welcoming new trustees.

iv. Oversee the implementation, development and ongoing management of governance within the Union.

v. Establish and maintain procedures and systems of internal control designed to give reasonable assurance that all aspects of governance are in place.

vi. Oversee reviews of the Union's governance arrangements.

vii. Ensure arrangements are in place so that the Union meets the requirements of good governance practice.

viii. Report to the Board of Trustees and Union Executive, through submission of the minutes for each meeting of the Committee.

e. The Chair of the Governance Committee shall be a Sabbatical Officer.

f. Meet at least once in the academic year.

6. Remuneration Committee

a. Remuneration Committee shall be a committee of the Board of Trustees.

b. Membership of the Remuneration Committee shall be:

i. Chair of the Board of Trustees (Chair)

ii. Two External Trustees appointed by the Board of Trustees

iii. In attendance shall be:

iv. Chief Executive, where appropriate

c. The Committee shall have overall responsibility for considering the remuneration of the Chief Executive and Sabbatical Officers, and proposals regarding broader staff remuneration. The Remuneration Committee shall:

i. Recommend and monitor the level and structure of remuneration for the Chief Executive and Sabbatical Officers.

ii. Oversee any major changes in employee remuneration and benefits structures throughout the Union.

iii. Have authority to commission any reports or surveys which it deems necessary to help fulfil its obligations.

iv. Report to the Board of Trustees (Union Council and Finance Committee where appropriate), through submission of the minutes for each meeting of the Committee.

d. No member of Remuneration Committee may stand in any elections for sabbatical officer positions.

e. Meet at least once in the academic year.

7. Risk and Audit Committee

a. Risk and Audit Committee shall be a committee of the Board of Trustees.

b. Membership of the Risk and Audit Committee shall be:

i. An external person appointed by the Board of Trustees (Chair)

ii. Three Sabbatical Officers

iii. One Student Trustee appointed by the Board of Trustees

iv. Two additional students approved by Union Executive

v. External advisor with risk/audit expertise appointed by the Board of Trustees

c. In attendance shall be:

i. Head of Finance

ii. Head of Operations

iii. Any Members who wish to attend as observers

iv. Other staff members proposed by the Chief Executive and agreed by the Chair

d. The Committee shall have overall responsibility for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management; and for ensuring the organisation is complying with all aspects of the law, relevant regulations and good practice.

e. The Committee shall:

i. Recommend to the Board of Trustees, a framework of effective audit coverage, having reviewed the internal and external audit processes.

ii. Monitor the process for implementing the Union's Risk Register, report regularly to the Board of Trustees on the management of risks and associated controls.

iii. Advise the Board of Trustees on the minimum and optimum level of internal and external audit arrangements.

iv. Ensure that regular audits are carried out on significant controls as identified by the risk register.

v. Monitor internal and external audit reviews and to advise the Board of Trustees accordingly.

vi. On behalf of the Board, investigate any financial or administrative matter which may be considered as high risk.

vii. Examine reports on special investigations and to advise the Board of Trustees accordingly.

viii. Scrutinise and advise the Board on the contents of the draft audit findings report and of any management letter that the auditors may wish to present to the Board, and to formulate a response and action plan.

ix. Meet at least once per term.

x. Report to the Board of Trustees and Union Executive, through submission of the minutes for each meeting of the Committee.

f. The Chair of the Board of Trustees shall not be a member of the Risk and Audit Committee

Bye Law 12: NUS Delegation

1. This section shall apply only when the Union is affiliated to the National Union of Students and shall not be construed to imply that the Union is required to retain such affiliation.

2. Delegation Leader

    a. The Education Officer shall attend NUS National and Extraordinary Conferences ex-officio as the delegation leader.

    b. In the absence of an elected delegate or specification otherwise elsewhere in the Bye-Laws, the Education Officer may represent the Union at all NUS Conferences which they are entitled to attend under NUS Rules.

    c. There shall be a deputy delegation leader; the person receiving the most first preference votes in the delegation elections.

    d. The delegation leader, after consulting with the delegates, shall produce a report on the decisions taken at conference for presentation at the next scheduled meeting of Union Executive and any relevant Policy Zones before the end of the academic year

3. NUS Delegates

    a. NUS Delegates shall attend NUS National and Extraordinary Conferences.

    b. Delegates must follow the Memorandum & Articles and Bye-Laws at all times.

    c. Delegates must vote in line with Union Policy, except that:

        i. Delegates may abstain on any motion.

        ii. Delegates who are elected on a manifesto that contradicts Union Policy may vote in line with their manifesto.

    d. Delegates should be invited to attend Union Executive and relevant Policy Zones to discuss motions submitted to NUS conference and to follow up after the conference.

    ~~e. All delegates will submit a report to Union Executive including a record of the way they voted for all motions and all voting preferences in NUS Elections.~~ The ~~Lead~~ Delegation~~e~~ Leader should submit a report to Union Executive including a recording of voting.

    ~~f. Motions to NUS National or Extraordinary Conference~~

    ~~g.~~e. The Union may submit motions or amendments to NUS Conference. Any motions or amendments submitted must have been passed by a meeting of Union Executive.

~~h.~~f. The Union shall send delegates to additional NUS Conferences as approved by Union Executive.

Bye-Law 13- Staffing

1. The Union shall be empowered to appoint staff who shall be responsible to the Union Officers through an established management structure.

2. All matters related to the responsibilities, conditions of employment, performance or conduct of individual members of staff shall be the responsibility of the Board of Trustees and shall not be discussed at any other Committee, Union Executive, Members' Meeting or Referenda except as provided for elsewhere in the Bye-Laws.

3. Complaints about members of staff shall be referred to the Sabbatical Officers who will refer them through the management structure or to the Board of Trustees, as appropriate.

4. Union staff members may provide advice on their areas of expertise but shall not publicly express their personal views on Policy or decisions of the Union.

5. Bye-Laws 13.3 and 13.4 apply to student casual staff whilst they are on duty.

Bye-Law 14: Complaints Procedure for Members

1. Who can make a complaint?
    a. Any Member or group of Members dissatisfied with their dealings with the Union has the right to make a complaint.

    b. UCL students also have the right to make a complaint if they believe they have been unfairly disadvantaged as a result of opting out of Union membership.

    c. Any visitors to the Union also have the right to complain if they are dissatisfied with the service they have received.

    d. The Union and UCL take all complaints regarding sexual misconduct, bullying and harassment seriously. These complaints must be made through the University's "Report and Support" to enable these to be investigated appropriately. Sabbatical Officers will review data from Report and Support regularly with UCL. Members may also report any incidents of hate crime anonymously to the Union's Hate Crime Reporting Centre.

    e. All complaints will be dealt with fairly and promptly, and will be investigated according to the procedure provided below.

2. Informal Complaint

    a. We expect that most complaints will be resolved by an informal discussion about the matter at the earliest opportunity. A Member should therefore bring the matter to the attention of the relevant Service Manager or Sabbatical Officer responsible for the area in question. This may be orally or in writing including the online informal complaint form. The Leadership Team Executive Assistant can advise on the appropriate person to contact if the person making the complaint is unsure who to contact.

    b. The recipients of informal complaints are responsible for responding to them promptly and fairly. This would normally be within ~~seven~~ five working days of receiving the complaint.

    c. This is an informal stage, and therefore no written records would be kept if the matter is resolved at this point.

    d. The Union may suggest mediation as a solution to complaint resolution where deemed appropriate.

3. Formal Complaint

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

b. A formal complaint should be made in writing within ten working days of the incident (or if relevant, ten working days from receiving the outcome of the informal complaint investigation findings):

~~i. By personal letter or~~

~~ii.~~i. Via email or

~~iii.~~ii. By completing the online formal complaint form

c. We appreciate that these timeframes may not always be possible to meet; in these instances, the Leadership Team Executive Assistant should be contacted to agree an extension to the timeframe.

d. The Union's Advice Service is available to offer support and advice to any Member submitting a formal complaint.

e. All complaints should be addressed to the Leadership Team Executive Assistant. These will be reviewed by the Chief Executive (or nominated member of senior management) and an appropriate Sabbatical Officer (agreed by the Chief Executive or nominated member of senior management) who may delegate responsibility for handling the complaint to an appropriate person(s).

f. Where the complaint relates to the Chief Executive or a Sabbatical Officer, these complaints will be reviewed by an external trustee.

g. Complaints will be considered valid if the complainant:

i. Provides details of their name, address, and telephone number.

ii. Provides details of the event of occurrence giving rise to the complaint.

iii. Raises the complaint within 10 working days of the event or occurrence giving grounds for complaint unless there are exceptional circumstances.

4. Investigation of formal complaints

a. Complaints will be investigated within 10 working days of receipt.

b. During the investigation, the complainant and others involved may be asked to provide evidence for clarification and additional information.

c. If more time is required for the investigation, any delay will be explained to the complainant and they will be kept informed of progress.

5. Outcome of the investigation

a. The person conducting the investigation will determine:

i. all findings of fact and

ii. any mitigating circumstances and

iii. any appropriate further action if any.

b. When complaints are made regarding any Clubs or Societies activity, the person conducting the investigation will prepare a case to be heard by the Activities Network Executive as detailed in the Club and Society Regulations.

c. Where complaints are upheld, confirmation of this and that appropriate action will be taken will be confirmed in writing to the complainant by the person conducting the investigation.

d. When complaints are not upheld, the person conducting the investigation will advise the complainant within five working days of completion of the investigation. They will be informed of their right to raise the matter with the Board of Trustees for review. The decision of the Board of Trustees in respect of a formal complaint is final.

e. The person conducting the investigation may suggest mediation as a solution to complaint resolution where deemed appropriate.

f. Any disciplinary action to be taken will be done so according to the relevant Union procedures which includes:

i. UCL Disciplinary Procedure for Staff

ii. Bye-Laws relating to Disciplinary Procedures for Members

iii. Article 37, Removal of Trustees by the Members

iv. Club and Society Regulations

g. The Union will report annually to the Board of Trustees on the formal complaints received, summarising the volume, nature and resolutions of complaints received. All complaints referred to in that report will be anonymised.

h. If a complaint relates to criminal behaviour, the Union may refer the matter to the police.

i. If the complaint relates to “misconduct” under the UCL Student Disciplinary Code and Procedure, the Union may refer the matter to UCL.

j. Records of all formal complaints will be kept by the Union for 6 years.

Bye-Law 15- Disciplinary Procedure

1. This Bye-Law exists to ensure the Union has fair and transparent procedures for dealing with issues warranting disciplinary action. It outlines how the Union may take disciplinary action against individuals or groups of students. Disciplinary Guidance for Students shall be published and updated where required.

2. Adjustments to the process may be made to accommodate students defined as having disabilities under the Equality Act 2010 and allied legislation.

3. There are three different forms of disciplinary process:

    a. Immediate Disciplinary Process.

    b. Local Disciplinary Process.

    c. Formal Disciplinary Process.

4. Conduct which is covered by these Disciplinary Processes includes, but is not limited to:

    a. Conduct which creates an unsafe environment through assaults, sexual misconduct, harassment, bullying or intimidation of other students, Union staff, or visitors to Union spaces or events.

    b. Maliciously damaging Union spaces or property.

    c. Misappropriating Union property, funds or assets

    d. Committing a criminal offence or conduct that would amount to a criminal offence were it committed in a public place.

5. Mental Illness

    a. If it appears to those considering an allegation of misconduct that the student in question is suffering from mental illness, any disciplinary proceedings may be adjourned following a request for a medical report from the UCL Student Psychological Services.

    b. If there is medical evidence that the student is suffering from mental illness, those dealing with the case may suspend or terminate the proceedings, if it is felt appropriate to do so. It may be made a condition of the deferment or termination of the proceedings that the student seek medical treatment.

6. Disciplinary Pool

    a. There shall be a Disciplinary Pool from which the panel members required for Stage 1 and Stage 2 hearings shall be drawn.

b. The Disciplinary Pool shall consist of the Welfare & Community Officer and elected officers elected by Union Executive at the first meeting of the academic year.

c. Members of the Disciplinary Pool are accountable to Union Executive and at the end of every academic year they will produce a report to be presented to Union Executive detailing how many incidents they have dealt with that year. An annual report will also be submitted to the Board of Trustees.

d. If any of the members of the Disciplinary Pool are involved in a case (as a complainant, defendant or witness) or have a conflict of interest they are not permitted to sit on a panel for that case at any stage of the Disciplinary Procedures as outlined in these Bye-Laws.

7. Immediate Disciplinary Process

a. The Immediate Disciplinary Process outlines how staff and Union representatives can, with good cause, require a student to temporarily leave a space pending the resolution of a situation

b. A staff member, or nominated Member responsible for an event or activity (e.g. an elected Officer or an elected committee Member of a club or society) may with good cause require a student to leave a space should a situation arise that cannot, after reasonable efforts, be resolved. There is no right at this immediate point to bar or ban a student indefinitely from spaces or activities beyond immediate resolution of a difficult situation. Following a requirement to leave, the matter can be extended to a suspension of privileges or Membership only through following this disciplinary procedure.

c. In Union licensed premises the senior manager on duty may, in accordance with the Licensing Act, take what action they see fit to fulfil their responsibility to 'prevent public nuisance'. Any action taken must be reported via an incident report.

d. If police have been involved in an incident, the Chief Executive and Sabbatical Officers should be informed. Any matter deemed to require further investigation through the disciplinary procedures must be referred by the Chief Executive with the agreement of at least two Officers. No further disciplinary proceedings, beyond suspension, will be followed if there is an on-going police investigation as this might damage the proper proceedings for a charge.

e. All conduct of a discriminatory nature will be immediately referred to the formal stages of this disciplinary process (see: Formal Disciplinary Process).

8. Local Disciplinary Process

a. Most disciplinary matters can be dealt with at the local level; within the department where the matter warranting disciplinary action has occurred. The Local Disciplinary Process will be used when local policies and regulations have been contravened. The Local Disciplinary

Process involves intervention by a Service or Department Manager, with a report to a Sabbatical Officer.

b. Complaints and matters raised will usually be initially considered through the Local Disciplinary Process. At any point the matter may be referred to the Formal Disciplinary Process.

c. The student subject to the disciplinary processes may at any stage and for any reason request that the matter is referred instead to the Formal Disciplinary Process.

d. The Local Disciplinary Process should take into consideration relevant policies and procedures including:

    i. The Staff Student Protocol

    ii. The Union Bye-Laws

    iii. Union Clubs & Societies Rules and Regulations

e. All disciplinary matters will first be investigated by the relevant Service/Department Manager to establish the facts of the case.

f. Where a complaint is raised by a Member through the procedure in Bye-Law 14, and/or the matter is referred to the disciplinary procedure by a staff member, the student against whom an allegation is made must be contacted in writing, informing them of the allegation, the disciplinary procedures and their right to support and representation within 10 working days of the complaint being made.

g. The student will be invited to attend a meeting with a staff member, normally the Service/Department Manager, to discuss the matter. Where the matter concerns a Club or Society this will be 3 Members of the Activities Executive. This meeting should be held within 10 working days of the incident where possible. Where the matter concerns a Club or Society the President will be invited to respond on behalf of the Club/Society.

h. In all cases, a report noting the complaint or relevant conduct, whether the matter was deemed to be upheld, and any penalties applied must be completed, shared with the Chief Executive and the Welfare & Community Officer and filed. If the incident occurred within or in relation to any Union commercial outlet, the senior manager responsible for the Union's commercial activities must also be sent the report.

i. Sanctions available at the local level are:

    i. Verbal Warning.

    ii. Written Warning.

    iii. Activity Limiting Penalty – such as limitation on room booking privileges.

iv. Referral to the Formal Disciplinary Process.

9. Formal Disciplinary Process

a. The Formal Disciplinary Process will be followed when:

i. A serious matter is referred directly to the Formal Stage by agreement of the Welfare & Community Officer (or other Member of the Disciplinary Pool) and the Chief Executive.

ii. A matter is referred through the Local Disciplinary Process warranting more serious sanctions

iii. A matter relates to discriminatory conduct, harassment, bullying or violence.

iv. The student requests the matter is considered through the Formal Disciplinary Process.

b. All Disciplinary matters under this procedure shall be investigated to establish the facts.

c. Pending the outcome of a Stage 1 or Stage 2 Hearing, the Member against whom disciplinary action is being taken ('defendant') may have any or all of their Union privileges revoked, with the exception of the right of the Member to vote in elections. The services of the Advice Service will not be withdrawn through this Bye-Law other than in circumstances where the safety or dignity of Advice Service staff may be compromised.

d. Alleged offences will normally be handled by a Stage 1 Hearing. Where the alleged offence is of a serious nature the members of the Disciplinary Pool involved in the case may request that the matter is handled directly by a Stage 2 Hearing.

e. The Defendant will be informed in writing as to how the case will proceed, including at which stage the matter is being heard.

f. If the defendant fails to respond to the initial correspondence before the hearing, or does not attend the hearing, then a further written notice will be sent. Any suspension of Union privileges will remain in force until the disciplinary process is concluded.

g. Any student against whom an allegation has been made has the right to be accompanied by a friend, or staff member from the Advice Service at an investigative interview or disciplinary hearing.

10. Stage 1 Hearing

a. The panel for Stage 1 Hearings will be comprised of the Welfare & Community Officer (or delegated Sabbatical Officer where the Welfare & Community Officer is unavailable) who shall be the Chair, and one other member of the Disciplinary Pool. Any Officers or Members who may later be needed as 'witnesses' cannot be on this panel to ensure they are available at any stages of this procedure if required.

b. A staff member appointed by the Chief Executive will attend the hearing to act as secretary. They will hold no decision-making powers, and will take minutes, and advise on procedure if requested by the panel.

c. A relevant staff member will present the case to the panel. This staff member holds no decision-making powers.

d. The Hearing shall be held within fifteen working days, where possible, of the decision to refer to the Stage 2 Hearing, and the defendant shall be notified, in writing, at least five working days before the panel hearing takes place. The letter shall state:

    i. An outline of the allegation in full.

    ii. The disciplinary procedure currently adopted by this Bye-Law.

    iii. The availability of the appointed staff member to advise on the procedure.

    iv. The opportunity for the defendant to be accompanied by a friend, including a staff member from the Advice Centre, not acting in a legal representation capacity.

    v. The opportunity for the defendant to bring a witness or witnesses.

e. The Panel and/or the Defendant may ask a witness/witnesses to attend as appropriate.

f. The Hearing shall proceed as follows:

    i. A staff member will state the allegations and any relevant evidence and witnesses.

    ii. The witnesses may be questioned by the panel.

    iii. The defendant will state their response, and may also introduce witnesses and evidence. The panel may question these witnesses.

    iv. The panel will adjourn to determine whether the matter will be upheld and, if so the sanction that will be.

    v. The panel may notify the defendant orally of the decision if it can be made within 30 minutes of the hearing.

g. The defendant will be notified in writing of the decision of the panel, details of the sanction and the right to appeal the decision. This notification will be sent within three working days of the Hearing. The notification of the Panel's decision shall include details for the appeals procedure.

h. Where appropriate the panel may choose to inform the complainant that the Hearing has been concluded, and whether the matter had been upheld.

i. The panel will report the conclusion of all Stage 1 Hearings to the Disciplinary Pool in writing.

j. The defendant may appeal the Stage 1 Hearing decision, as outlined in this Bye-Law

k. The defendant can at any time request that the Stage 2 Hearing procedures be used.

l. The confidential record of the hearing will be kept by Union for up to 6 years. Anonymized records will be used to collate an annual report for the Union Executive and the Board of Trustees.

11. Stage 2 Hearing

a. The panel for Stage 2 Hearings will be comprised of one Sabbatical Officer and two members of the Disciplinary Pool. No panel member can have been involved in the matter, or any previous hearings at any stage.

b. The panel shall be chaired by the Sabbatical Officer, known as 'the Chair', who will have decision-making powers.

c. A staff member, appointed by the Chief Executive, will attend the hearing to act as secretary. They will hold no decision-making powers, and will take the minutes, and advise on procedure if requested by the panel.

d. A relevant staff member will present the case to the panel. This staff member holds no decision-making powers.

e. The Hearing shall be held within fifteen working days, where possible, of the decision to refer to the Stage 2 Hearing, and the defendant shall be notified, in writing, at least ten working days before the panel hearing takes place. The letter shall state:

i. an outline of the allegation in full.

ii. the disciplinary procedure currently adopted by this Bye-Law.

iii. the availability of the appointed staff member to advise on the procedure.

iv. the opportunity for the defendant to be accompanied by a friend, including a staff member from the Advice Centre, not acting in a legal representation capacity.

v. the opportunity for the defendant to bring a witness or witnesses.

12. If the defendant fails to respond to the initial correspondence before the hearing, or does not attend the hearing, then a further written notice will be sent. Any suspension of Union privileges will remain in force until the formal disciplinary process is concluded.

a. The panel will invite the complainant and the defendant to contribute written statements, including witness statements or material evidence, at least two days in advance of the

panel hearing. These documents may also be produced at the Hearing if there is good reason as to why these were not made available ahead of the Hearing. The written statements shall be distributed to the panel and the defendant in advance of the Hearing.

b. If the Defendant is absent the Hearing will continue in their absence. The Defendant may request a delay if extenuating circumstances prevent attendance. Evidence of these circumstances must be provided and the panel will judge whether this is reasonable, taking into consideration all of the circumstances of the matter.

c. A written statement may be accepted in place of the presence of a witness if permitted by the panel members.

d. The Hearing shall proceed as follows:

    i. The staff member will state the allegations and any relevant evidence and witnesses.

    ii. The witnesses may be questioned by the panel.

    iii. The defendant will state their response, and may also introduce witnesses and evidence. The panel may question these witnesses.

    iv. The panel will adjourn to determine whether the matter is to be upheld, and if so the sanction that will be applied.

    v. The panel may notify the defendant orally of the decision if it can be made within 30 minutes of the hearing.

e. The defendant will be notified in writing of the decision of the panel, details of the sanction and the right to appeal the decision. This notification will be sent within three working days of the Hearing. The notification of the panel's decision shall include details for the appeals procedure.

f. Where appropriate the panel may choose to inform the complainant that the formal disciplinary process has been concluded, and whether the matter had been upheld.

g. The panel will report the conclusion of all Stage 2 Hearings to the Disciplinary Pool in writing.

h. The defendant may appeal the Stage 2 Hearing decision, as outlined in these Bye-Laws.

i. The confidential record of the hearing will be kept by Union for up to 6 years. Anonymised records will be used to collate an annual report for Union Executive and the Board of Trustees.

13. Sanctions

a. Sanctions available during a Stage 1 Hearing include:

i. Oral warning.

ii. Written warning.

iii. Withdrawal of one or more privileges of Union Membership for up to one year.

iv. Payment for damage repair/replacement of £50 or under.

v. Refer the matter to the UCL for further disciplinary action, through the Registrar.

vi. A combination of the above sanctions may be proposed.

b. Sanctions available during a Stage 2 Hearing include:

i. Oral warning.

ii. Written warning.

iii. Withdrawal of one or more privileges of Union Membership for a set period of time or indefinitely.

iv. Payment for damage repair/replacement of any set amount.

v. Club or Society disaffiliation.

vi. Refer the matter to the UCL for further disciplinary action, through the Registrar.

vii. A combination of the above sanctions may be proposed.

14. Appeal

a. The defendant has the right to appeal the decision of a Stage 1 Hearing or Stage 2 Hearing on the grounds that the panel has done one of the following:

i. misapplied Union policy.

ii. came to an incorrect factual finding.

iii. acted in excess of its authority under these Bye-Laws.

iv. abused its powers.

v. was biased.

vi. considered evidence that it should not have considered.

vii. failed to consider evidence that it should have considered.

b. The appeal must be made, in writing, within ten working days of date of the written decision of the hearing.

c. The appeal must be made to the Board of Trustees, stating the grounds for appeal.

d. The Chair of the Board of Trustees will determine whether the appeal falls within the grounds for an appeal. If the appeal does not fall within the grounds the Chair of the Board of Trustees shall write to the appellant to inform them of this decision.

e. The Board of Trustees can choose to

    i. Uphold the decision of the panel,

    ii. Overturn the decision of the panel and replace it with another sanction

    iii. Return the case to the disciplinary panel with instructions about re-hearing

    iv. Request the constitution of a new disciplinary panel to rehear the case

f. The appellant will be notified in writing of the decision of the Board. This notification will be sent within three working days of the hearing.

g. The confidential record of the hearing will be kept by Union for up to 6 years. Anonymised records will be used to collate an annual report for Union Executive and the Board of Trustees.