

**Amendment to the Governing Documents: AGD1503
Bye-Law Tidy up**



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| Seconder: | |
| Passed: | Union Council, 24 May 2016 |

This Union notes

This Amendment to the Governing Documents has been submitted to address the following points:

- Removing references to staff positions that no longer exist
- Changing references from ‘General Manager’ to ‘Chief Executive’
- Small rewordings or placing to limit ambiguity
- Correcting typos

Union Council is asked to approve this Amendment to the Governing Documents. This Amendment to the Governing Documents would come into force on 16 July 2016.

UCLU Bye-Laws

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16 July 2015

Bye-Law 1 - General

1. UCLU 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 Steering Committee shall have power to interpret their wording.
5. These Bye-Laws may be amended by the Union Council, General Assembly or Referendum, in accordance with the relevant sections in these Bye-Laws, via a special resolution with a 75% majority vote.
 - a. Amendments to the Bye-Laws must be submitted to the Sustainability, Engagement & Operations Officer at least ten working days before the meeting they are to be heard at, and displayed on the Union website within one working day of their submission.
 - b. They may also be altered by a 75% majority vote of a Referendum, with method of submission and display the same as for a General Assembly.
 - c. The Union Council and General Assemblies may suspend any given section of the Bye-Laws on an emergency basis by a 75% majority if they deem that
 - i. Certain Bye-Laws contradict each other; or
 - ii. Certain Bye-Laws are being, or are in imminent danger of being, abused and such a suspension is necessary to uphold the proper democratic process.
6. Rules and provisions made in Guidance Documents carry the same weight as rules contained within the Bye-Laws themselves.
 - a. Guidance Documents shall exist as appendices of the Bye-Laws.
 - b. Guidance Documents shall require a 75% majority vote at Union Council or a General Assembly to be adopted or amended, and shall be submitted to the Sustainability, Engagement & Operations Officer at least ten working days before the meeting they are to be heard at, and displayed on the Union website within one working day of their submission.
 - c. Rules and provisions made in a Guidance Document shall not be considered to lapse unless the Guidance Document specifies that they shall, or they are replaced or superseded in a later Guidance Document.
7. UCLU 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. Wherever necessary use will be made of lawful exemptions to cater for special needs of particular groups. All Officers should strive to ensure equal opportunities within their remit. All meetings must be accessible to all Members, that includes venues and papers.
8. UCLU 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 and approved at the Annual General Assembly or Union Council should this meeting not reach quorum. Any new affiliation to, or disaffiliation from, a political or other sectarian organisation shall require a majority vote on a motion put to a General Assembly or Referendum.

Current affiliations shall continue indefinitely subject to annual approval at a General Assembly.

9. The Union shall publish an annual report for submission at a Union Council. It will then be submitted to the 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 UCLU 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 Council.
4. Honorary Life Membership of the Union may be granted by Union Council.
5. Visiting membership of the Union may be granted by the Union Council to members of Students' Unions or equivalent societies in other Colleges or Universities for a period not exceeding twelve months, upon payment of a membership fee as laid down by Union Council.
6. Students may opt out of their Membership of the Union by informing the Sustainability, Engagement & Operations Officer in writing. Students that opt out of their Membership are not able to take part in the democratic processes of the Union, but retain their right to access non-grant aided facilities and the UCLU Rights & Advice Centre.
 - a. They may still join Clubs & Societies once the relevant associate member fee has been paid.
 - b. They may not hold an elected position within a club or society; nor vote in a club or society elections.

Bye-Law 3 - Faculty & Halls Assemblies, Networks and Autonomous Sections

1. Faculty and Halls Assemblies

- a. Faculty Assemblies and Halls Assemblies shall be open meetings to enable the students of a particular Faculty or Halls to:
 - i. Organise and coordinate campaigning relating to their Faculty or Halls.
 - ii. Raise issues affecting them as a member of their Faculty or Halls.
 - iii. Ask questions of, and hear reports from, their Faculty StARs or Halls Representative.
 - iv. Instruct their Faculty StARs or Halls Representative(s).
 - v. Recall their Faculty StARs or Halls Representative(s) as described elsewhere in the Bye-Laws.
- b. Faculty StARs shall be responsible for organising and facilitating Faculty Assemblies, and shall ensure that a record is made of the discussions and action points. The Education & Campaigns Officer shall help and advise Faculty StARs in this task.
- c. Halls Representatives shall be responsible for organising and facilitating Halls Assemblies, and shall ensure that a record is made of the discussions and action points. The Welfare & International Officer and the Halls Accommodation Representative shall help and advise Halls Representatives in this task.
- d. A Faculty Assembly may be called by any Faculty StAR or the Education & Campaigns Officer. The Faculty StARs in a particular faculty must call a Faculty Assembly within five working days of a request from at least five students of their Faculty.
- e. A Halls Assembly may be called by any Halls Representative, the Welfare & International Officer or the Halls Accommodation Representative. A Halls Representative must call a Halls Assembly within five working days of a request from at least five students from their Halls.
- f. The Union Chair may call and chair Halls Assemblies or Faculty Assemblies on receipt of a valid motion to recall a Halls Rep or Faculty StAR as described elsewhere in the Bye-Laws.
- g. A Faculty may have separate Faculty Assemblies to discuss issues affecting undergraduates, taught postgraduates and research postgraduates.
- h. The respective representative shall ensure that meetings of Assemblies are announced publicly on the Union website at least five days before, except in the case of Emergency Assemblies.

2. Networks

- a. Networks shall exist to allow groups of Officers and Members to meet to share information and to coordinate and plan the implementation of relevant policies and democratic decisions.
- b. Networks shall report their activities to the Union Executive Committee, and remain accountable to the Union Executive Committee for the implementation of relevant Policy.
- c. Meetings of all Networks and Assemblies shall be announced publicly on the Union website at least five days before, except in the case of Emergency

Meetings or Assemblies.

d. Accommodation Network

- i. All Halls Representatives, the Halls Accommodation Representative, the External Accommodation Officer and the Welfare & International Officer shall attend Accommodation Network meetings, which shall also be open to all Members.
- ii. The purposes of Accommodation Network meetings shall be:
 1. To enable Members and Officers to share information and raise issues relating to student accommodation.
 2. To enable Members and Officers to organise and coordinate campaigning relating to student accommodation.
 3. To consider issues discussed at Hall Assemblies.
- iii. Accommodation Network meetings shall be called by the Welfare & International Officer as needed, and in any case at least once per term.

e. Education & Welfare Network

- i. The Education & Welfare Network will be attended by:
 1. All Faculty StARs.
 2. The Education & Campaigns Officer.
 3. The Welfare & International Officer.
 4. All Academic Section Convenors
 5. Any Member who wishes to participate.
- ii. The Education & Campaigns Officer shall also specifically contact student academic representatives to invite them to attend each meeting.
- iii. The purposes of Education & Welfare Network meetings shall be:
 1. To enable Officers and Members to share information and raise academic and academic welfare issues.
 2. To organise and coordinate campaigning relating to academic and welfare issues.
- iv. Education & Welfare Network meetings shall be called by the Education & Campaigns Officer as needed, and in any case at least once per term.

f. Activities Network

- i. The remit of Activities Network shall be the Union's Clubs and Societies', charitable fund-raising, and volunteering activities.
- ii. The purposes of Activities Network shall be:
 1. To direct the Clubs & Societies', charitable fund-raising and volunteering activity in a manner consistent with the Memorandum & Articles, Bye-Laws and Policy.
 2. To enable Members and Officers to share information and raise issues related to its remit.
 3. To oversee the awarding of Colours and other awards in recognition of Clubs' Societies and students' achievements.
 4. To produce Policy recommendations related to its remit.
 5. To receive Activities Network Executive's reports and hold it to account.
- iii. Activities Network shall be responsible for proposing to Union Council any

- Guidance Documents it deems necessary to govern its remit, meetings, Officers and elections.
- iv. Activities Network will be attended by the Activities Network Executive.
 - v. Activities Network meetings shall be open to all Members.
 - vi. Activities Network meetings shall be called by the Activities & Events Officer or the Activities Officer as needed, and in any case at least twice per term.
 - vii. Activities Network meetings shall elect Officers in October whose terms shall last one year or until the next election, whichever is shorter. At least twenty-five members must be present for an election, by-election or recall to be valid. These Officers shall include:
 1. Arts Societies Officer
 2. Sports Clubs Officer
 3. Volunteering Officer
 4. General Interest Societies Officer
 5. RAG Officer
 - viii. Activities Network Executive shall be a committee of elected Officers that is responsible for driving activity between Activities Network meetings, to be called when required by the Activities Officer or Activities & Events Officer. It shall be attended by relevant staff. Activities Network Executive shall report to each Activities Network meeting, which may choose to refer its actions and decisions to Union Council.
 - ix. Activities Network Executive shall include the following members:
 1. Activities Officer (Chair)
 2. Activities & Events Officer
 3. All Officers elected by Activities Network meetings
 4. One Officer elected by RUMS
 5. One Officer elected by the Postgraduate Association
 - x. Activities Network Executive shall be responsible for decisions related to Club & Society affiliation, disaffiliation, and disciplinary matters.
- g. Ethics & Environment Network
- i. The purposes of Ethics & Environment Network shall be:
 1. To direct the Union on its ethical practices such as employment, procurement etc.
 2. To direct the Union on its environmental sustainability as an organisation.
 3. To organise and lead campaigns for the University to improve its own ethical practices and environmental sustainability.
 4. To produce Policy recommendations related to its remit.
 - ii. The Network shall meet at least once per term, called by the Sustainability, Engagement & Operations Officer or the Sustainability Officer.
 - iii. Ethics & Environment Network meetings shall be attended by:
 1. Sustainability Officer

- 2. Sustainability, Engagement & Operations Officer
- iv. Meetings shall be open to all interested Members and recommended to societies with related aims.

3. Autonomous Sections

- a. Autonomous Sections are organisations that exist to represent and serve particular groups of Members.
- b. There shall be two types of Autonomous Sections: Liberation Sections and Academic Sections.
- c. Activities in which Autonomous Sections may engage in pursuit of their objectives include but are not limited to:
 - i. Campaigning.
 - ii. Representing their members within UCLU.
 - iii. Representing their members in relevant UCL committees.
 - iv. Representing their members to relevant external student organisations such as NUS.
 - v. Organising services and social, academic, cultural and athletic activities targeted specifically at their members.

4. Governance of Autonomous Sections

- a. Each Autonomous Section 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 an Autonomous Section's Convenor or Autonomous Section's Executive Committee, Union Council may amend or create that Autonomous Section's Constitution by a two-thirds majority vote.
- c. If an Autonomous Section 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. Each Autonomous Section shall hold democratic open meetings at which its members can discuss relevant issues, set the Autonomous Section's Policy, and direct the Autonomous Section's Officers.
- e. Each Autonomous Section 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 Autonomous Section Executive Committee meetings and assist the Autonomous Section as required by its Officers and Constitution. Where the Convenor is a Sabbatical Officer, an assisting Sabbatical Officer shall not be required.
- f. A Constitution may define additional elected Officers within the Autonomous Section. 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 Autonomous Section's Constitution, constitute the Executive Committee of that Autonomous Section. If specified in the Autonomous Section's Constitution, these Officers may be elected in the elections detailed in Section 11. They may also be elected at open meetings of the Autonomous Section.
- g. Subject to their own constitutions and the oversight of the Board of Trustees,

Autonomous Sections 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.

5. Liberation Sections

- a. Liberation Sections 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 UCLU, UCL and beyond.
 - iv. ensure that UCLU's actions do not unfairly exclude, neglect or discriminate against them.
 - v. promote and facilitate social intercourse and cooperation amongst themselves.
- b. The Welfare & International Officer shall be the assisting Sabbatical Officer for each Liberation Section whose Convenor is not a Sabbatical Officer.
- c. Each Liberation Section's Constitution must make provision for the self-representation of members who are also members of the other Liberation Sections. This may be arranged in coordination with the other Liberation Sections.
- d. The Liberation Sections 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.~~The members shall self-define as women.~~
 2. The Convenor shall be the Women's Officer.
 - ii. the Black & Minority Ethnic Students' Section
 1. The members shall self-define as black and/or minority ethnic.
 2. The Convenor shall be the Black & Minority Ethnic Students' Officer.
 - iii. the Disabled Students' Section
 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' Section
 1. The members shall self-define as Lesbian, Gay, Bisexual, Trans* and/or any other gender/sexual minority including but not limited to Asexual spectrum, Queer and Intersex.
 2. The Convenor shall be the LGBT+ Officer.

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6. Academic Sections

- a. The membership of each Academic Section shall be a sub-set of the UCL student body with specific circumstances or school affiliations that significantly affect their needs, concerns and interests as students.

- b. Academic Sections shall exist to enable their members to self-organise in order to:
 - i. represent and further their particular concerns, needs and interests within UCLU, UCL and beyond.
 - ii. promote and facilitate social intercourse and cooperation among themselves.
- c. Each Academic Section's Constitution must make provision for the self-representation of the members of each Liberation Section within that Academic Section. This may be arranged in coordination with the Liberation Sections, for instance by creating ex-officio positions on the Academic Section Executive Committee for an Officer from each Liberation Section.
- d. The Academic Sections shall be:
 - i. the Postgraduate Association
 - 1. The members shall be postgraduate students.
 - 2. The Convenor shall be the Postgraduate Students' Officer.
 - ii. Royal Free, University College, & Middlesex Medical Students (RUMS)
 - 1. The members shall be medical students.
 - 2. The Convenor shall be the RUMS Officer.
 - 3. The assisting Sabbatical Officer shall be the Education & Campaigns Officer.
 - iii. International Students' Section
 - 1. The members shall be international students.
 - 2. The Convenor shall be the International Students' Officer.
 - 3. The assisting Sabbatical Officer shall be the Welfare & International Officer.
 - iv. Mature & Part-time Students' Section
 - 1. The members shall be mature and/or part-time students.
 - 2. The Convenor shall be the Mature & Part-time Students' Officer.
 - 3. The assisting Sabbatical Officer shall be the Postgraduate Students' Officer.
 - v. School of Slavonic & East European Studies (SSEES) Students' Section
 - 1. The members shall be SSEES students.
 - 2. The Convenor shall be the SSEES Students' Officer.
 - 3. The assisting Sabbatical Officer shall be the Education & Campaigns Officer.
 - vi. School of Pharmacy Students' Section
 - 1. The members shall be School of Pharmacy students.
 - 2. The Convenor shall be the School of Pharmacy Students' Officer.
 - 3. The assisting Sabbatical Officer shall be the Education & Campaigns Officer.
 - vii. Institute of Education Students' Section
 - 1. The members shall be Institute of Education students.
 - 2. The Convenor shall be the Institute of Education Students' Officer.

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3. The assisting Sabbatical Officer shall be the Postgraduate Students' Officer.

Bye-Law 4 - Union Council

1. Purpose

- a. Union Council exists to represent the voice of members between General Assemblies and Referenda, and to create Policy and monitor its execution.
- b. Union Council is also responsible for the development and implementation of the Union's Strategic Plan.
- c. Union Council may delegate any given area of its powers to the Union Executive Committee between meetings, except the creation of Policy.

2. Composition

- a. The composition of Union Council shall be:
 - i. Union Chair (Chair)
 - ii. All Faculty StARs
 - iii. All Sabbatical Officers
 - iv. The Convenors of the Liberation Sections
 - v. The Convenors of the Academic Sections
 - vi. The Activities Officer
 - vii. The Community Relations Officer
 - viii. Sustainability Officer
 - ix. The Halls Accommodation Representative
 - x. The External Accommodation Officer
 - xi. The Officer for Students with Caring Responsibilities
- b. All members of Union Council shall have voting rights, except the Chair who shall retain the casting vote should there be a tie.
- c. Any member of the Union may attend meetings of Union Council with speaking rights but not voting rights.
- d. Anyone who is not a member of the Union may attend meetings of the Union Council at the Chair's discretion. They may be granted speaking rights at the discretion of the members present.

3. Proxies

- a. An Autonomous Section Convenor may appoint a proxy for any Union Council meeting by notifying the Chair in writing at least three hours in advance of the meeting.
- b. The proxy must be an elected Officer of that Autonomous Section.
- c. A proxy shall exercise all the rights of the Convenor in question during that meeting. No person may exercise the rights of more than one Officer in any one meeting.

4. Protocol

- a. Union Council shall meet at least twice in each of the first and second terms, and at least once in the third term, not including meetings triggered by an inquorate General Assembly.
 - i. Additional meetings may be called by a petition, submitted to the Chair, of

ten members of Union Council, or by act of the Chair, or by a resolution of the Union Executive Committee.

- ii. Quorum shall be 25% plus one of the elected voting members.
 - iii. Union Council members who fail to attend two consecutive Union Council meetings without offering apologies shall be ignored in the calculation of quorum until they resume attendance. The Chair shall contact the Union Council member to notify them within one working day of the second meeting. If the Union Council member fails to attend a third consecutive meeting without offering apologies, the Chair shall notify Union Council and the Union Council member's constituents.
- b. The agenda, including all necessary papers, shall be circulated at least three working days before the meeting.
 - c. Minutes of the meeting shall be approved at the subsequent meeting and then posted on the Union website within five working days.
 - d. Union Council will receive a report from the Chair of the Board of Trustees after each meeting.
 - e. At every meeting Union Council will receive to the meeting notes from the Networks, Assemblies and Sections and may question any member of Union Council.
 - f. Union Council will elect Union members, or make ex-officio appointments of Officers, to UCL committees, except where this responsibility is delegated to a relevant Autonomous Section. Representatives elected to UCL committees by Union Council may be recalled by a simple majority vote on an ordinary motion, in which case an election to replace the representative shall be held as soon as is possible.
 - g. Union Council may delegate areas of work to working groups that are charged with taking forward activity between Union Council meetings. They shall consist of at least three Union Council members, and may also involve students who are not members of Union Council.
 - h. There should be a Union Council meeting scheduled to follow each General Assembly to be able to consider any business which has not been dealt with at the General Assembly, and that Union Council is empowered to deal with. Any business dealt with shall take the time of submission to the General Assembly to be the time of submission for the meeting of Union Council. If there is no business to consider, the meeting shall not occur.

5. Chairing

- a. The Chair is charged with keeping the meeting in order, ensuring remarks are relevant and providing information that is relevant to the business and procedure of the meeting.
- b. The Chair shall have casting vote where the decision is tied.
- c. The Chair may grant observers who are not Members speaking rights.
- d. The Chair may vacate the Chair to participate in debate; otherwise they may not participate in debate. Should the Chair participate in debate, the meeting will appoint an Acting Chair for this debate.
- e. In the absence of the Chair an Acting Chair shall be elected from the members of Union Council.
- f. The Chair shall be heard in silence and may expel any member if they refuse

to obey the procedure of the meeting and are acting in a way that disrupts the meeting or unfairly prevents other members from participating. Before leaving, the expelled member shall have the right to call for a procedural motion to challenge or no confidence the Chair over this decision. If such a motion is called, the expelled member may remain in the meeting for the discussion, however they may not vote on the procedural motion.

6. Discussions and Policy

- a. All Policy adopted by Union Council must be put in written form (i.e. a motion) to a vote.
 - i. Except in the case of emergencies, motions must be submitted to the Chair at least four working days before a meeting.
 - ii. Any member of the Union may propose a motion.
- b. General issues for discussion must be submitted to the Chair, including any supporting paper work.
 - i. Any member of the Union can submit an issue for discussion.
 - ii. They must be submitted at least four working days before a meeting.
 - iii. The proposer of the issues must set a clear objective for its inclusion on the agenda, which shall be included on the agenda.
- c. Emergency motions and discussion points relate to issues that have occurred after the deadline for submission or whose matter cannot be deferred until the next scheduled meeting. They must be submitted to the Chair no less than three hours before the meeting starts and will be taken at the end of the agenda.
- d. Discussions on each motion will follow a fair debating procedure, with speeches for and against and an opportunity for those present to pose questions to the speakers. There will then be opportunity for an open discussion, timing for which may be set by the Chair.
- e. Once the debate is balanced and the Chair is satisfied that there has been adequate discussion, Union Council shall move to a vote.

7. Procedure

- a. A procedural motion may be called at any time unless voting has started. A simple majority is required in order for it to pass, unless otherwise specified.
- b. Before moving to a vote, the Chair shall explain the procedural motion and ensure that all present are given an opportunity to ask the Chair to clarify.
- c. **Challenge the Chair:** Challenge must be made immediately after the ruling that is to be challenged. The support of ten members of Union Council is required to hear the case. The Chair shall step down and an Acting Chair will be elected. The proposer will speak, followed by the Chair before the meeting moves straight to a vote. Either may waive their speeches to another member present. If the procedural motion passes, the ruling is overturned.
- d. **No confidence in the Chair:** The support of ten members of Union Council is required to hear the case. The Chair shall step down and an Acting Chair will be elected. The proposer will speak, followed by the Chair before the meeting moves straight to a vote. Either may waive their speeches to another member present. If the procedural motion passes, the meeting shall

proceed with the Acting Chair. Otherwise, the Chair shall be reinstated.

- e. **Adjournment of the meeting:** The proposer shall outline the duration of the adjournment and the reasoning. There will be a speech for and against before the meeting moves straight to a vote on the procedural motion.
- f. **Move straight to the vote:** The Chair shall conduct a vote on whether or not the meeting should move straight to a vote on the current matter. It can only be proposed if there have been equal numbers of speeches for and against the matter being discussed.
- g. **Refer the matter back:** A matter may be referred back to its original proposer for reasons set by the proposer of the procedural motion. There will be at least one speech for and one speech against before the meeting moves straight to a vote on the procedural motion.
- h. **Refer the matter forward:** A matter may be referred forward to a General Assembly or Referendum, to the next meeting of Union Council, or to any Faculty or Halls Assembly, Autonomous Section or Network. There will be at least one speech for and one speech against before the meeting moves straight to a vote on the procedural motion. A General Assembly may not refer a matter forward to a Referendum.
- i. **Private session:** Union Council may vote to move to private session. There will be one speech for and one speech against before the meeting moves straight to a vote on the procedural motion. If passed, all in attendance will be excluded, except the ~~Chief Executive~~~~General Manager~~, members of the Union Executive Committee, and members of Union Council.
- j. **Suspend Bye-Laws on an emergency basis:** This procedural motion shall require a 75% majority. The proposer of the procedural motion shall specify which Bye-Laws are to be suspended and for what period. The Chair shall ensure reasonable assistance is offered to the proposer to identify relevant Bye-Laws. There shall be one speech for and one against the motion, as well as an opportunity for general discussion, questions and clarifications about the potential ramifications, before the vote. If it passes, a meeting of the Steering Committee shall be called at the earliest reasonable opportunity to consider the suspension.
- k. **Delete part of a motion or amendment:** The proposer shall specify which part of a motion or amendment is to be deleted. There will be at least one speech for and one speech against before the meeting moves to a vote on the proposal.
- l. **Take a motion in parts:** The proposer shall specify any number of parts of the motion or amendment which should be voted on separately. There will be at least one speech for and one speech against before the meeting moves to a vote on the procedural motion. If it passes, each part of the amendment or motion shall be discussed and voted on separately. The proposer of the procedural motion will then become the proposer of the motion.
- m. **Alter the order of the agenda:** The proposer shall specify a change to the order of items on the agenda. There will be at least one speech for and one speech against before the meeting moves to a vote on the proposal.
- n. **Make an Amendment not on the agenda:** The proposer shall specify an alteration to a motion or amendment which is under discussion. These may include minor substantive changes or non-substantive clarificatory or drafting changes, but may not significantly alter the overall character or subject of the

motion. It is at the discretion of the Chair to decide whether proposed amendments are permissible. If the amendment is deemed permissible, debate and voting shall proceed as if for a normally submitted amendment.

Bye-Law 5 - Union Executive Committee

1. Purpose

- a. The Union Executive Committee shall be responsible for:
 - i. ensuring and monitoring the implementation of Policy; and recommending to Union Council and the membership on areas in which Policy might usefully be created.
 - ii. the day to day operation of the Union, and for the implementation of the Strategic Plan under direction from the Union Council.
- b. The Union Executive Committee shall report to every meeting of Union Council and every General Assembly on the implementation of Policy.
- c. The Union Executive Committee shall be a subcommittee of Union Council.

2. Authority

- a. The Union Executive Committee shall have responsibility for the day to day running of the Union in accordance with Policy.
- b. In cases where additional Policy is deemed necessary, the Union Executive Committee shall have the power to act on behalf of Union Council on an emergency basis if:
 - i. action is necessary to further the Objects and Policy of the Union, and
 - ii. such action must be taken before it is reasonably possible for Union Council or the Membership to create relevant Policy.
- c. If there is no Policy relating to the emergency matter at hand, the Union Executive Committee shall call either an emergency meeting of the Union Council or an Extraordinary General Assembly.
- d. The decisions of the Union Executive Committee may be overruled by Union Council, General Assemblies and Referenda.
- e. Decisions made by the Union Executive Committee shall be ratified at the next Union Council or General Assembly.

3. Meetings and Chairing

- a. Meetings shall take place every two weeks during term time.
- b. Additional meetings of the Union Executive Committee may be called by a decision of the Union Executive Committee, by request of three of its members, or by Union Council.
- c. All meetings shall be open to all members of the Union.

4. Quorum

- a. The quorum for the Union Executive Committee shall be 50% of its members, providing that at least two of its non-sabbatical members are present.

5. Composition

- a. The members of the Union Executive Committee shall be as follows:
 - i. All Sabbatical Officers
 - ii. The LGBT+ Officer
 - iii. The Disabled Students' Officer

- iv. The Sustainability Officer
- v. The Community Relations Officer
- vi. The Activities Officer
- vii. The International Students' Officer
- viii. The Halls Accommodation Representative
- ix. The External Accommodation Officer
- x. The Institute of Education Students' Officer

6. Chair

- a. The Chair of the Union Executive Committee shall be elected at the beginning of each meeting.
- b. The Chair shall retain full voting rights.

7. Voting

- a. All votes at the Union Executive Committee shall be by simple majority.
- b. If a vote is tied at the Union Executive Committee, it shall fall.

8. Organisation and Contingency

- a. The Sustainability, Engagement & Operations Officer shall be responsible for convening the agenda papers for meetings of the Union Executive Committee, and shall facilitate the election of the Chair.

Bye-Law 6 - Referenda

1. Any issue decided by a Referendum shall overrule any decision made at a General Assembly, Union Council, Network or Committee except for Committees of the Board of Trustees.
2. A Referendum cannot overrule, but may criticise and request reconsideration of, any decision made by a Company General Meeting or the Board of Trustees.
3. A Referendum may be called by any of the following:
 - a. A simple majority vote of Union Council.
 - b. By a Secure Petition of at least 2% of the Membership, which must list the names, departments and signatures of the members and be handed to the Sustainability, Engagement & Operations Officer.
 - c. A simple majority vote of a Company General Meeting.
 - d. A resolution of the Board of Trustees.
4. The Sustainability, Engagement & Operations Officer shall be charged with organising the Referendum based on a schedule approved by Union Council. The schedule may be proposed verbally to Union Council and amended in discussion and shall not require formal submission as a motion.
5. The Referendum will finish within four term weeks of when it was called.
6. Quorum for a Referendum shall be 5% of the Membership. If the quorum is not met the matter shall be decided by a General Assembly which must take place at least two term weeks after the Referendum. The decision of such a meeting shall carry the weight of a General Assembly and not of a Referendum.
7. The Referendum shall be conducted by means of a cross-campus ballot.
8. Voting shall be open for at least twenty-four hours.
 - a. Voting shall usually be conducted online through a secure poll on the Union website unless the Union Council deems it more appropriate to hold a paper ballot.
 - b. Provision must be made for members who require an alternative format for voting.
9. At least three open meetings shall be held prior to the open of voting to debate the proposal. One of these must be held on one working day before polling commences.
10. These open meetings shall:
 - a. Be publicised at least five working days in advance.
 - b. Be open to all members of the Union.
 - c. Be chaired by the Union Chair.
11. The Referendum proposal must include the text of the proposal to be put to the Membership. It must also include the names of two members of the Union who are prepared to act as proposer and seconder of the proposal. It may not include a date for the Referendum, this will be decided by Union Council.
12. Amendments to a Referendum proposal may be made only if agreed by a 75% majority vote of the originating body, at least three working days before voting opens.
13. Once submitted, a Referendum proposal can only be withdrawn by the originating body.

14. The Referendum proposal to be considered must be displayed on the Union website by the Sustainability, Engagement & Operations Officer within one working day of its calling date.

Bye-Law 7 - General Assemblies

1. Members' Meetings as defined in the Memorandum & Articles shall be referred to as "General Assemblies".
2. All members of the Union shall be entitled to attend General Assemblies.
3. There shall be four types of General Assemblies: the Union General Assembly, the Annual General Assembly, the Welcome General Assembly and the Extraordinary General Assembly.
4. Only Members may vote at a General Assembly.
5. Members also have the right to speak on any motion or amendment, vote on any item of debate, move for a procedural motion, call for a quorum count, call for a recount, request a ruling from the Chair, or request that a guest speaker address the meeting.
6. A General Assembly shall take precedence over all meetings of societies wherever they are held.
7. Quorum for a General Assembly shall be 2% of the Membership.
 - a. If, after fifteen minutes of the published start time of the General Assembly, at least 0.5% but less than 2% of the Members are present, a meeting of the Members shall proceed with the same procedures and agenda as a General Assembly except that:
 - i. The meeting shall only consider business that Union Council is empowered to consider.
 - ii. Quorum shall be 0.5%.
 - iii. All votes shall be indicative and not binding.
 - iv. Union Council shall meet the same day or the next working day to consider all matters passed or approved by the meeting. The Union Chair shall inform Union Council that they are urged to ratify the decisions made by Members at the meeting.
 - b. Should an attendance of 0.5% of Members not be reached within thirty minutes of the published start time, the agenda items shall be considered at the next meeting of Union Council (except business which cannot be determined at Union Council), or the next scheduled General Assembly, whichever is soonest.
8. No question once decided may be reopened at the same meeting.
9. Proof of Union membership may be required to vote or speak at a General Assembly.
10. Policy adopted at a General Assembly shall overrule any Policy determined by Union Council.
11. A General Assembly, by a majority vote, may also choose to exercise any power ordinarily vested in Union Council, unless explicitly prohibited from doing so.

12. Annual General Assembly

- a. An Annual General Assembly shall be held once per annum in the second term.
- b. Union Council shall approve the time and place of the Annual General Assembly with the proviso that it should not be held in the first or second week of term.

- c. Notice of at least five working days for an Annual General Assembly will be given on the Union website. The date of the Annual General Assembly shall be publicised at least six term weeks before the meeting.
- d. The agenda for the Annual General Assembly shall be displayed on the Union website at least three working days in advance of the meeting.

13. Welcome General Assembly

- a. The Welcome General Assembly shall be held once per annum in the second or third week of the first term.
- b. The date of the Welcome General Assembly shall be approved by Union Council and publicised from the first day of the first term on the Union website, and in any material posted to members and incoming students during the Summer.

14. Extraordinary General Assembly

- a. Notice of at least five working days for an Extraordinary General Assembly will be given on the Union website.
- b. The Union Chair may be required to call an Extraordinary General Assembly by any of the following:
 - i. A proposal to Union Council, passed by a simple majority.
 - ii. A member of Union Council on receipt of a written request from 2% of the Membership.
 - iii. A member of Union Council on written receipt of a notice of appeal against a decision of a disciplinary hearing.
 - iv. As required by no confidence and recall procedures specified elsewhere.
 - v. As a result of an inquorate Referendum.
 - vi. The Union Chair may also decide to call an Extraordinary General Meeting without a request.

15. Union General Assembly

- a. Shall be at least once in each of the first and second terms..
- b. The Union Chair shall be responsible for the arrangements of an Extraordinary General Assembly.
- c. Notice of at least three term weeks will be given on the Union website and by email to all Members for each Union General Assembly.

16. Procedure

- a. Minutes shall be taken by the ~~Chief Executive~~General Manager or their appointee.
- b. A copy of the draft minutes of General Assemblies and the motions passed must be displayed by the Sustainability, Engagement & Operations Officer within ten working days of the meeting on the Union website.
- c. The Sustainability, Engagement & Operations Officer shall be responsible for conveying all decisions made at General Assemblies to the Membership by:
 - i. Including a summary of business on the Union website.
 - ii. Submitting details to the editors of UCLU student media outlets.

- iii. Any other means as outlined by Union Council from time to time.
- d. The business in the Annual General Assembly shall be:
 - i. Minutes of previous General Assemblies
 - ii. Matters Arising
 - iii. Acceptance of the Agenda
 - iv. Motions
 - v. Special Resolutions
 - vi. Questions to Officers
 - vii. Report to Membership
 - viii. Any other business
- e. The business in a Welcome General Assembly and an Union General Assembly shall be:
 - i. Acceptance of the agenda
 - ii. Motions
 - iii. Special Resolutions
 - iv. Questions to Officers
 - v. Any other business
- f. The business in an Extraordinary General Assembly shall be:
 - i. Acceptance of the Agenda
 - ii. Motions
 - iii. Special Resolutions
 - iv. Any other business

17. Chair

- a. The Chair of General Assemblies shall be the Union Chair. In their absence a member who is not a Sabbatical Officer will be elected from the floor to chair the meeting.
- b. The duties of the Chair are the same as the duties of the Chair for Union Council as outlined in the relevant Bye-Law.

18. Debating

- a. Only one motion shall be debated at any one time.
- b. The debating procedure shall be that as outlined in the Union Council section. This excludes procedural motions requiring support from those present to hear the case, which instead need to be supported by twenty-five members.
- c. If necessary, the chair may appoint Officers as tellers to assist in the vote.

Bye-Law 8 - Union Policy

1. No Policy can deny any group of members their rights and privileges as protected under the Memorandum & Articles and Bye-Laws.
2. Policy can be set by:
 - a. Union Council
 - b. A General Assembly
 - c. Referendum
 - d. A Company General Meeting
3. Autonomous Sections may set their own internal policies as described elsewhere in the Bye-Laws. This section of the Bye-Laws shall apply only to Union Policy unless otherwise stated.
4. Policy shall exist for two years unless it is overturned.
 - a. Union Council may overturn Policy made at Union Council.
 - b. General Assemblies may overturn Policy made at General Assemblies or Union Council.
 - c. Referenda may overturn Policy made at Referenda, General Assemblies or Union Council.
 - d. Company General Meetings may overturn Policy made at Company General Meetings, Referenda, General Assemblies or Union Council.
5. Policy and Autonomous Section Policy remain subject to the authority of the Board of Trustees on the financial and legal grounds set out in the Memorandum & Articles.
6. Where two policies are in contradiction, the Policy passed at the higher body (from highest to lowest: Company General Meeting, Referendum, General Assembly, Union Council) shall take precedence. Where the two policies were passed at the same level, the most recent shall take precedence.
7. An amendment to a motion going to a meeting may be proposed by any member, at least one working day in advance of the meeting at which the motion is to be discussed.
 - a. Emergency amendments may be submitted at least three hours before the beginning of the meeting. They must relate to issues that have occurred after the deadline for submission or whose matter cannot be deferred until the next meeting.
 - b. Late amendments not accepted on an emergency basis shall be treated as procedural motions, as described elsewhere in the Bye-Laws.

Bye-Law 9 - Union Officers

1. All Union Officers must be a member of the Union at the time of their election and for the duration of their time in office. Any Officer who ceases to be a Member during their term shall vacate their post.
2. All Officers are required to act at all times in accordance with the Memorandum & Articles and Bye-Laws as well as upholding them throughout the Union's activities.
3. All Officers shall attend and support, where appropriate, the Sections, Networks, Assemblies and meetings they are involved with in the fulfilment of their role.
4. All Officers are to attend all General Assemblies.
5. All Officers shall liaise with each other between meetings to coordinate the day-to-day running of the Union.
6. All Officers are expected to actively seek to promote themselves and their work actively to the students that they are elected to represent.
7. All Officers are encouraged to set up working groups as needed to help coordinate campaigns and fulfil other duties. Where appropriate these should be open and advertised to Members who are not Officers. These working groups should remain accountable to the Union Executive Committee.
8. All Officers must consult with Members throughout their time in office so that they continue to remain as representative as possible. This includes holding surgeries to make themselves available to students.
9. Written notification of resignation of an Officer/Officer-elect must be given to the Sustainability, Engagement & Operations Officer.
10. If they wish to reconsider their resignation, written notification must be given to the Sustainability, Engagement & Operations Officer within five working days after the original notification.
11. The existence of Autonomous Sections and their Officers shall not relieve other Officers of responsibilities towards any group of Members represented by an Autonomous Section.

12. Sabbatical Officers

- a. Sabbatical Officers shall be collectively responsible for overseeing the day-to-day operational activity of the Union.
- b. They shall meet regularly with the ~~Chief Executive~~ ~~General Manager~~ to discuss operational management of the Union.
 - i. These meetings shall be known as Administrative meetings.
 - ii. Administrative meetings will not make any decisions that are deemed to be Policy decisions and will act within the bounds of existing Union Policy.
 - iii. Where necessary this meeting may act on behalf of the Board of Trustees.
 - iv. Reports on decisions made on behalf of the Board must be submitted to the Board of Trustees for approval.
 - v. If the Chair, or in their absence the Vice-Chair, determines that action on a particular matter is required before the Board can next reasonably meet, the Administrative meeting may act on behalf of the Board.
 - vi. There shall be a separation of business between items dealing with operational activity and items dealing with delegated authority from the

Board. The Chair, or in their absence Vice-Chair, must clearly indicate this distinction prior to the discussion and it must be reflected in the minutes.

- vii. The minutes of these meetings shall be submitted to Union Council and the Board of Trustees.
- c. They shall act as cheque signatories for the Union.
- d. They shall sit on Union Executive Committee.
- e. A number of the Sabbatical Officers shall serve as the Sabbatical Trustees of the Union, as specified in their respective job descriptions. For the purposes of the 1994 Education Act 22(2)(d), the Sabbatical Trustees shall be the "major union offices".
- f. They shall ensure the Union is ethically and environmentally sound, in accordance with Policy set by Union Council, General Assemblies, Referenda and Company General Meetings.
- g. All Sabbatical Officers are responsible for running campaigns in line with the interests of their members and with their manifesto promises.
- h. All Sabbatical Officers are to share the responsibilities of the communicating with the membership. Including the writing of a weekly email to all students.
- i. Their term of office shall be 16 July until 15 July.
- j. The Sabbatical Officer's handover period will take place 1 July until 15 July.
- k. Sabbatical Officers may not stand for re-election.
- l. Sustainability, Engagement & Operations Officer**
 - i. The Sustainability, Engagement & Operations Officer will:
 1. Ensure widespread understanding of the Union's activities, developments and achievements, among students and the public.
 2. Uphold the Union's democratic structure and encourage democratic engagement on all sectors of membership.
 3. Have oversight of the Union's promotional strategy.
 4. Work with the Union Chair to ensure elections run in a fair manner.
 5. Be the lead Officer responsible for political affiliations.
 6. Be the lead Officer responsible for strategic planning
 7. Be the lead Officer on and have oversight of the Union's environmental and ethical responsibilities, finances, services, spaces and human resources.
 8. Ensure that the Unions services and spaces meet the needs of students and operate to the highest possible ethical standards.
 9. Be responsible for, and work with the Education & Campaigns Officer to run, campaigns related to UCL's policies and practices that are relevant to environmental and ethical issues, or that may effect the Union's finances, services, spaces and human resources.
 10. Oversee the awarding of Union Colours for political participation.
 11. Liaise with the Liberation Section Convenors to ensure that the Union is as accessible as possible.
 12. Be a Sabbatical Trustee of the Union.
- m. Education & Campaigns Officer**

- i. The Education & Campaigns Officer will:
 - 1. Represent the academic needs of members to UCL, including within relevant UCL committees.
 - 2. Be responsible for the Union's responses to developments within UCL and for coordinating campaigning for the Union's vision of education at UCL.
 - 3. Support student representation at all levels and be responsible for the development and implementation of a student representation strategy.
 - 4. Liaise with Academic Sections to assist their representation and campaigning work on academic issues relevant to their members.
 - 5. Work with trade unions on campus.
 - 6. Be the active respondent to media inquiries related to academic matters.
 - 7. Promote engagement with the academic representative posts, by promoting the Autumn elections to the student body.
 - 8. Have oversight of the elections of academic representatives.
 - 9. Be a Sabbatical Trustee of the Union.
- n. **Postgraduate Students' Officer**
 - i. The Postgraduate Students' Officer shall:
 - 1. Be a postgraduate student.
 - 2. Be the Convenor for the Postgraduate Association (PGA).
 - 3. Conduct their duties in cooperation and consultation with the Members and Officers of the PGA, including through appropriate delegation of responsibilities.
 - 4. Coordinate representation and campaigning work, through the Postgraduate Association and the Union, for the needs and interests of postgraduate members, addressing all relevant bodies including but not limited to the Graduate School, UCL, the University of London, local and national government.
 - 5. Represent PGA Policy and the needs and concerns of postgraduate members within the Union, NUS, and any other organisations to which the Union or the PGA affiliates.
 - 6. Coordinate events and activities for postgraduate Members.
 - 7. Ensure that all relevant facets of the work of the Union and its other Officers caters appropriately for, and engages with, postgraduate students.
- o. **Activities & Events Officer**
 - i. The Activities & Events Officer shall:
 - 1. Be primarily concerned with the non-academic development of members.
 - 2. Encourage and support the development of Clubs & Societies.
 - 3. Make recommendations on the affiliation of new Clubs & Societies.
 - 4. Ensure that Clubs & Societies operate with the Union's Memorandum & Articles and Bye-Laws, as well as their own constitutions.
 - 5. Oversee student volunteering opportunities for Members and

encourage the development of volunteering in the Union.

6. Be responsible for the financial matters of Clubs & Societies, including the allocation of funding.
7. Ensure all Club & Society publicity is produced within the appropriate guidelines and policies.
8. Oversee the awarding of Colours associated with student activities.
9. Oversee initiatives and projects which develop our members' skills and employability.
10. Liaise with Liberation Section Convenors to ensure that Clubs & Societies and other student activities are run in an accessible and ethical way.
11. Liaise with Academic Section Convenors to ensure that Clubs & Societies and other student activities cater to the diverse needs, interests and circumstantial constraints of UCL's diverse student population.
12. Assist Autonomous Sections to organise their social event programmes.
13. Be the lead Officer for organising the Union's events.
14. Be the lead Officer responsible for lobbying for democratically-run student space.
15. Be a Sabbatical Trustee of the Union.

p. Welfare & International Officer

- i. The Welfare & International Officer will:
 1. Strive and campaign to ensure a safe, accessible and welcoming environment for all members at the Union and in the wider community.
 2. Represent the needs of international students at all levels.
 3. Ensure that the Union is compliant with all relevant policies relating to equal opportunities.
 4. Campaign for adequate, affordable and accessible provision of student accommodation.
 5. Ensure specific Union provision for international students outside of term and at the start of session as appropriate.
 6. Provide support to assist the Non-Sabbatical Officers of the Liberation Sections in their work. They must assist in a capacity of support, rather than leadership, if they do not self-define into the Section.
 7. Be a Sabbatical Trustee of the Union.

q. Women's Officer

- i. The Women's Officer shall:
 1. The Women's Officer shall self-define as a woman, which includes (if they wish) complex gender identities which include 'woman', and those who experience oppression as women.
 - ~~1. Self define as a woman.~~
 2. Represent the interests of women Members within the Union, UCL and beyond.

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3. Coordinate campaigns related to issues relevant to women Members.
 4. Liaise with external organisations such as the NUS on matters relevant to women Members.
 5. Be the Convenor of the Women's Network.
 6. Sit on Union Executive Committee.
- r. **Black & Minority Ethnic Students' Officer (BME Students' Officer)**
- i. The BME Students' Officer shall:
 1. Self-define as Black or Minority Ethnic.
 2. Represent the interests of BME Members within the Union, UCL and beyond.
 3. Coordinate campaigns related to issues relevant to BME Members.
 4. Coordinate campaigns against racism and fascism.
 5. Liaise with external organisations such as the NUS on issues relevant to BME Members.
 6. Be the Convenor of the Black & Minority Ethnic Students' Section.
 7. Sit on Union Executive Committee.

13. Acting Sabbatical Officers

- a. Acting Sabbatical Officers will be expected to undertake all duties set out in Bye-Law 9 parts 1 to 11.
- b. They are expected to undertake as far as possible the specific duties as listed for the relevant Sabbatical Officer position, in agreement with the Union Executive Committee.
- c. Their term of office shall finish on the date that their predecessors would have finished had they not vacated the post.
- d. If they interrupt their studies, Acting Sabbatical Officers shall be paid the wage of a Sabbatical Officer for their period of office.
- e. If not interrupting their studies, Acting Sabbatical Officers shall be paid an amount determined by the Human Resources Committee.

14. Non-Sabbatical Officers

- a. Terms of office for Non-Sabbatical Officers shall be specified in the Elections section of the Bye-Laws.
- b. The ~~Non-Sabbatical positions-Officers~~ will be eligible to be run for by two members as a single candidates on the basis of a job share. This means that two membercandidates would run together in order to fill the part-time officer position together and share the workload.
- c. **Activities Officer**
 - i. The Activities Officer shall:
 1. Work closely with, and receive the support of, the Activities & Events Officer.
 2. Support the non-academic development of Members by encouraging Club & Society activities.
 3. Support the Activities & Events Officer in representing the non-academic development of Members to the Union and UCL.

4. Help coordinate the activities in which Clubs & Societies are involved.
 5. Facilitate student engagement in the management and administration of their Clubs & Societies.
 6. Encourage Clubs & Societies to be inclusive and work within any equal opportunities policies.
 7. Work with the Activities & Events Officer to promote student volunteering.
 8. Chair the Activities Network.
 9. Sit on Union Executive Committee.
- d. **Community Relations Officer**
- i. The Community Relations Officer shall:
 1. Be responsible for representing Members in the local community, including to local and regional government.
 2. Coordinate campaigns related to issues within the local community that affect Members.
 3. Report to the Union on issues in the local community that affect its Members.
 4. Work with the Welfare & International Officer and Dean of Students (Welfare) on issues affecting student safety in the community.
 5. Sit on Union Executive Committee.
- e. **Disabled Students' Officer**
- i. The Disabled Students' Officer shall:
 1. Self-define as Disabled.
 2. Represent the interests of Disabled Members within the Union, UCL and beyond.
 3. Work with the Welfare & International Officer.
 4. Coordinate campaigns related to issues relevant to Disabled Members.
 5. Liaise with external organisations such as the NUS on issues relevant to Disabled Members.
 6. Attend the NUS Disabled Students' Conference.
 7. Be the Convenor of the Disabled Students' Section.
 8. Sit on Union Executive Committee.
- f. **Sustainability Officer**
- i. The Sustainability Officer shall:
 1. Be responsible for ensuring that the Union operates in a sustainable and environmentally sound as possible.
 2. Pro-actively investigate and research methods of improving the Union's operation in this respect.
 3. Coordinate campaigns related to environmental and ethical matters.
 4. Lobby UCL to improve its own environmental practices
 5. Sit on Finance & Services Committee.
 6. Sit on Union Executive Committee.
- g. **International Students' Officer**

- i. The International Students' Officer shall:
 - 1. Be a student whose normal place of residence is outside the UK.
 - 2. Be responsible for representing the interests of international students within the Union.
 - 3. Seek to pro-actively improve the engagement of international students in Union activities and democratic processes.
 - 4. Work with the Welfare & International Officer to develop the Union's activities as part of the UCL International Students Orientation Programme.
 - 5. Coordinate campaigns related to international student issues.
 - 6. Liaise with external organisations such as the NUS on issues relevant to International Student Members.
 - 7. Be the Convenor of the International Students' Section.
 - 8. Sit on Union Executive Committee.
- h. LGBT+ Officer**
 - i. The LGBT+ Officer shall:
 - 1. Self-define as Lesbian, Gay, Bisexual, Trans* and/or any other gender/sexual minority including but not limited to Asexual spectrum, Queer and Intersex.
 - 2. Be responsible for representing the interests of LGBT+ Members within the Union, UCL and beyond.
 - 3. Coordinate campaigns related to issues relevant to LGBT+ Members.
 - 4. Liaise with external organisations such as the NUS on issues relevant to LGBT+ Members.
 - 5. Be the Convenor of the LGBT+ Students' Section.
 - 6. Sit on Union Executive Committee.
- i. Royal Free, University College, and Middlesex Medical Students' Officer (RUMS Officer)**
 - i. The RUMS Officer shall:
 - 1. Be a medical student of UCL Medical School.
 - 2. Be responsible for representing the interests of medical students within the Union.
 - 3. Facilitate medical student representation to the Medical School, including via regular meetings with the RUMS Honorary President and Dean of the Medical School.
 - 4. Facilitate the growth of the RUMS community by coordinating activities and events for medical students.
 - 5. Facilitate the relationship between UCL medical students and UCL Medical School alumni.
 - 6. Seek to pro-actively improve the engagement medical students in Union and RUMS activities.
 - 7. Represent UCL medical students within ULU Medgroup, the NUS and the British Medical Association.
 - 8. Liaise with Liberation Section Convenors to ensure RUMS processes

and activities are accessible and ethical and where necessary work collaboratively on projects of mutual interest.

9. Be the Convenor of RUMS.

j. School of Pharmacy Students' Officer (SoP Students' Officer)

i. The SoP Students' Officer shall:

1. Be a student of UCL School of Pharmacy.
2. Be responsible for representing the interests of School of Pharmacy students within the Union.
3. Facilitate student representation to the School of Pharmacy, including via regular meetings with Director of the School of Pharmacy along with other senior academics.
4. Seek to improve the engagement of School of Pharmacy students in the Union.
5. Facilitate the growth of the SoP community by coordinating activities and events for SoP students as well as for the wider UCL student population.
6. Facilitate the relationship between UCL School of Pharmacy students and alumni.
7. Represent School of Pharmacy students to the Royal Pharmaceutical Society.
8. Liaise with Liberation Section Convenors to ensure SoP processes and activities are accessible and ethical and where necessary work collaboratively on projects of mutual interest.
9. Chair the British Pharmaceutical Students' Association Intra-School Committee.
10. Be the Convenor of the School of Pharmacy Students' Section.

k. School of Slavonic & East European Studies Students' Officer (SSEES Students' Officer)

i. The SSEES Students' Officer shall:

1. Be a student of UCL School of Slavonic & East European Studies (SSEES).
2. Be responsible for representing the interests of SSEES students within the Union.
3. Facilitate student representation to the School, including via regular meetings with Director of the SSEES along with other senior academics.
4. Seek to improve the engagement of SSEES students in the Union.
5. Facilitate the growth of the SSEES community by coordinating activities and events for SSEES students as well as for the wider UCL student population.
6. Facilitate the relationship between SSEES students and alumni.
7. Liaise with Liberation Section Convenors to ensure SSEES processes and activities are accessible and ethical and where necessary work collaboratively on projects of mutual interest.
8. Be the Convenor of the SSEES Students' Section.

I. Institute of Education Students' Officer

- i. The Institute of Education Students' Officer shall:
 - 1. Be a student of the UCL Institute of Education
 - 2. Be responsible for representing the interests of IOE students within the Union.
 - 3. Facilitate student representation to the School, including via regular meetings with the Director of the IOE along with other senior academics.
 - 4. Seek to improve the engagement of IOE students in the Union.
 - 5. Facilitate the growth of the IOE community by coordinating activities and events for IOE students as well as for the wider UCL student population.
 - 6. Facilitate the relationship between IOE students and alumni.
 - 7. Liaise with Liberation Section Convenors to ensure IOE processes and activities are accessible and ethical and where necessary work collaboratively on projects of mutual interest.
 - 8. Be the Convenor of the IOE Students' Section.
 - 9. Be financially reimbursed for their part-time work.

m. Union Chair

- i. The Union Chair shall:
 - 1. Ensure that the Union runs in a fair and democratic manner.
 - 2. Chair General Assemblies.
 - 3. Chair meetings of Union Council.
 - 4. Chair open meetings for Referenda.
 - 5. Act as Returning Officer.
 - 6. Ensure that copies of passed Policies and other relevant democratic decisions are conveyed to the Union Executive Committee and all Officers.

n. Halls Accommodation Representative

- i. The Halls Accommodation Representative shall:
 - 1. Be a Member who has lived in a UCL or University of London residence at some point in the two years prior to their election.
 - 2. Represent the needs of students currently living in Halls to UCL and other relevant authorities.
 - 3. Assist Halls Representatives where they exist, and negotiate directly with Halls where they do not.
 - 4. Liaise regularly with the Welfare & International Officer, Halls Representatives and the Rights & Advice Centre.
 - 5. Campaign for adequate, affordable and accessible housing for UCL students.
 - 6. Attend Accommodation Network meetings.
 - 7. Work closely with, and receive the support of, the Welfare & International Officer.
 - 8. Report regularly to the Union Executive Committee on the

implementation of relevant Policy.

o. External Accommodation Officer

- i. The External Accommodation Officer shall:
 - 1. Represent the needs and demands of Members living outside UCL and University of London Halls.
 - 2. Campaign for adequate, affordable and accessible housing for Members.
 - 3. Defend and extend the housing rights of Members outside university accommodation as private and social tenants, lodgers and squatters.
 - 4. Liaise regularly with the Welfare & International Officer and the Rights & Advice Centre.
 - 5. Attend Accommodation Network meetings.
 - 6. Work closely with, and receive the support of, the Welfare & International Officer.
 - 7. Report regularly to the Union Executive Committee on the implementation of relevant Policy.

p. Mature & Part-time Students' Officer

- i. The Mature & Part-Time Students' Officer shall:
 - 1. Be at least one of the following:
 - 1. Registered as a part-time student at UCL.
 - 2. A student who began an undergraduate course after the age of 21, or a postgraduate course after the age of 24.
 - 2. Coordinate representation and campaigning work for the needs and interests of mature and part-time Members within the Union, UCL and beyond.
 - 3. Ensure that all relevant facets of the work of the Union and its other Officers cater appropriately for, and engage with, mature and part-time students.
 - 4. Coordinate campaigns related to issues of interest to mature and part-time students.
 - 5. Organise activities, events and facilities appropriate and accessible to mature and part-time students.
 - 6. Be the Convenor of the Mature & Part-Time Students' Section.

q. Officer for Students with Caring Responsibilities

- i. The Officer for Students with Caring Responsibilities shall:
 - 1. Be a student with caring responsibilities. This includes anyone who cares unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support.
 - 2. Coordinate representation and campaigning work for the needs and interests of Members with caring responsibilities within the Union, UCL and beyond.
 - 3. Ensure that all relevant facets of the work of the Union and its other Officers cater appropriately for, and engage with, Members with caring responsibilities.

4. Coordinate campaigns related to issues of interest to students with caring responsibilities.
5. Organise activities, events and facilities appropriate and accessible to students with caring responsibilities.
6. Be the Convenor of the Students with Caring Responsibilities Network.

~~r. **Student Trustees**~~

- ~~i. Student Trustees are elected in a cross-campus ballot of Members in the first term of the academic year for a term of twelve months.~~
- ~~ii. This twelve month term shall commence on 1 November of year they are elected and will continue until 31 October the following year.~~

15. Accountability of Officers

- a. All Officers are elected by and accountable to the Membership.
 - i. 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.
 1. 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.
 - ii. The Union shall provide the opportunity for Members to write open letters or ask open questions of Officers via the Union website. The Officer must post an open reply within five working days.
 1. The posts may be removed if deemed to be inappropriate, offensive or constitutes bullying or harassment.

Bye-Law 10 - Censure, Recall and No Confidence Procedures for Officers

1. Motions of Censure for a Non-Sabbatical Officer elected by cross-campus ballot and Sabbatical Officers who are not Autonomous Section Convenors

- a. Where Non-Sabbatical Officers elected by cross-campus ballot have failed to fulfil the duties of their post as outlined in the Bye-Laws but their conduct is not sufficiently serious to warrant a motion of recall, a motion of censure may be submitted to a General Assembly.
- b. Motions of censure can be submitted either as an ordinary motion, or as a motion proposed verbally at the time of any Officer's report.
- c. The motion of censure, written or verbal, must state the grounds for censure - political and/or technical.
- d. If passed, motions of censure shall be displayed on the Union's website, under the oversight of the Union Chair.
- e. Purely political reasons for a censure shall be permissible.

2. Motions of Censure for Faculty and Hall Reps, Network Officers and Autonomous Section Officers

- a. Faculty and Hall Reps, Network Officers, and Sabbatical and Non-Sabbatical Autonomous Section Officers (including their Convenors) may be censured by the same procedure as Non-sabbatical Officers elected via cross-campus ballot, except that:
 - i. Only Members eligible to vote in the election of the Officer in question may participate in proposing or voting on a motion of censure.
 - ii. Instead of a General Assembly, the motion must be proposed to a sectional meeting open to those Members eligible to vote in the election of the Officer in question. This shall be a Hall Assembly, Faculty Assembly (exclusive to Members of the relevant status), Network meeting, or Autonomous Section open meeting.
 - iii. If the Officer in question is chairing the meeting, another Officer or member of the section, or the Union Chair if present, must chair for the discussion of the motion.
 - iv. An Autonomous Section's constitution may specify alternative mechanisms for the censure of that Section's Officers, including its Convenor. If they do, the procedures described in this clause shall not apply.
 - v. Purely political reasons for a censure shall be permissible.

3. Recall procedure for a Non-sabbatical Officer elected by cross-campus ballot

- a. The Members shall have the right to recall any cross-campus elected Officer for any reason at any time via the following procedure.
- b. Recall motions may be submitted to the Union Chair and shall clearly list the reasons for the recall.
- c. On receipt of a recall motion, the Union Chair shall specify two General Assemblies at which it is to be discussed. These must be separated by at least a week, and both must occur within three term weeks of receipt of the

motion. The meetings may be General Assemblies already scheduled or the Union Chair may call Extraordinary General Assemblies as necessary.

- d. Recall motions require at least one proposer and twenty-five seconders, all of whom must be Members and who must sign the motion along with stating their department and student number.
- e. The motion must be displayed on the Union's website for five working days prior to the first meeting.
- f. The motion must be passed by a two-thirds majority at two consecutive meetings.
- g. Once a recall motion has been passed at the first meeting the Officer in question will be immediately suspended from duty.
- h. If the motion is passed for a second time the Officer shall be deemed to have been dismissed with immediate effect.
- i. Purely political reasons for a recall shall be permissible in the case of Non-Sabbatical Officers.

4. Recall procedure for Faculty and Hall Reps, Network Officers and Non-Sabbatical Autonomous Section Officers

- a. Faculty and Hall Reps, Network Officers, and Non-Sabbatical Autonomous Section Officers (including their Convenors) may be recalled by the same procedure as Non-Sabbatical Officers elected via cross-campus ballot, except that:
 - i. Only Members eligible to vote in the election of the position in question may participate in proposing or voting on a recall motion.
 - ii. Instead of General Assemblies, the votes must pass two-thirds majority votes at two consecutive sectional meetings open to those Members eligible to vote in the election of the position in question. This shall be a Hall Assembly, Faculty Assembly (exclusive to Members of the relevant status), Network meeting, or Autonomous Section open meeting.
 - iii. Quorum for these meetings shall be fifty Members with voting rights on the matter, or 1% of the Members with voting rights, whichever is greater.
 - iv. These meetings shall be called and chaired by the Union Chair.
 - v. An Autonomous Section's constitution may specify alternative mechanisms for the recall of that Section's Officers, including its Convenor. If they do, the procedures described in this clause shall not apply.

5. No Confidence procedure for Sabbatical Officers

- a. No Confidence motions may be submitted to Union Council or to a General Assembly. A No Confidence motion must specify in which of these meetings it is to be debated.
- b. In the case of No Confidence procedures against Sabbatical Liberation Officers, or those answerable to only one Section, only those eligible to vote for the Officer can propose, sign or vote on a motion of No Confidence and it must be heard at a Forum meeting of that Network or Section.
- c. One emergency meeting of Union Council and one Extraordinary General Assembly, or two Extraordinary General Assemblies shall be called on receipt of the motion, unless the paper deadline for the next scheduled

meeting falls within five working days of receipt in which case the No Confidence motion will take precedence over all other motions to be considered.

- d. These meetings shall be separated by at least five working days.
- e. No Confidence motions require at least one proposer and fifty seconders, all of whom must be Union members and who must sign the motion along with stating their department and student number.
- f. Sabbatical Officers may only have a motion of No Confidence brought against them if the Sabbatical contract has been broken or if they are guilty of gross misconduct.
- g. The No Confidence motion must state how and when the contract was broken or what gross misconduct has taken place.
- h. Union Council or the General Assembly must rule out any motion that does not conform to the rules above.
- i. The motion must be displayed on the Union website for five working days prior to the first meeting.
- j. The motion must be passed by a 75% majority at two consecutive meetings.
- k. Once a No Confidence motion has been passed at the first meeting the Officer in question will be immediately suspended from duty.
- l. If the Officer wishes to appeal they must give notice in writing to the Union Chair within two working days of the first vote. If it is inappropriate for the Union Chair to receive the complaint, it shall be sent to the Sustainability, Engagement & Operations Officer.
- m. If an appeal is lodged an appeal committee will be formed and will consist of three Sabbatical Officers from another University of London school or college.
 - i. The panel will meet before the second meeting and will rule on whether the contract was broken or whether gross misconduct took place. They cannot express any other opinion on the matter.
- n. If the appeal is successful the Officer shall return to their duties and the Union Chair shall rule the motion out of order.
- o. If the appeal is unsuccessful the officer will remain suspended until the Extraordinary General Assembly.
- p. If the motion is passed for a second time the Officer shall be deemed to have been dismissed with immediate effect.
- q. If the motion is not passed for the second time the Officer shall return to duties as normal.

Bye-Law 11 - Elections

1. The running of fair elections shall be the joint responsibility of the Sustainability, Engagement & Operations Officer and the Returning Officer, as outlined in Bye-Laws 9.14.m and 12.10, on behalf of the Board of Trustees and the Elections Committee. They shall ensure the elections are run in accordance with the Memorandum & Articles and Bye-Laws.
 - a. In the event of the absence of the Returning Officer or in a declared conflict of interest, a Deputy Returning Officer will be appointed from and by the Elections Committee.
 - b. After each round of elections the Returning Officer shall submit a report to UCL Council and the Elections Committee.
2. The Sustainability, Engagement & Operations Officer shall publish an elections schedule for the term in the first week of term, the elections schedule should include dates and times for the opening and closing of nominations and voting.
3. The conduct of the elections shall be carried out in line with the Memorandum & Articles and Bye-Laws.
4. Union Council, with the guidance of Elections Committee, shall be responsible for determining and amending the Bye-Laws on Elections.
5. The Returning Officer will;
 - a. Oversee the fair conduct of the elections in accordance with these regulations.
 - b. Rule on the validity of any complaints arising from the conduct of candidates during the election as detailed in the Bye-Laws.
 - c. Issue guidance to candidates during the elections.
 - d. Oversee the count and declare the results of the elections.
6. Eligibility to run for election and hold any Union position is based on the meeting of certain criteria:
 - a. A Non-Sabbatical Officer elected in the Spring Elections to begin their term in the following Autumn must be eligible to enrol for the following year to continue their programme of study.
 - b. Sabbatical Officers who will have completed, terminated, intermitted or suspended their studies at the start of their appointment must be accepted as an affiliate student for their year as a Sabbatical Officer.
 - c. A candidate who fails to meet the above requirements shall be withdrawn from the elections. If the election has already occurred, the Officer or Officer-elect shall be removed from their post and a Bye-Election held.
- 7. Nominations & Candidates' Briefing**
 - a. The nomination form must be completed in full and submitted in accordance with the published procedure and before the close of the nominations as detailed in the Elections Schedule.
 - b. Nomination forms must include the full name and student number of those nominated.
 - c. Nominations shall be open for at least five working days before they close.
 - d. The dates for the opening and closing of nominations are specified in the Elections Schedule. It will also be displayed on the Union website.
 - e. Candidates may provide a list of up to ten supporters with their nomination.

Only up to ten supporters will be displayed on candidates' manifestos on publicity provided by Union, including in print and on the Union website. All supporters should be members of UCLU. Supporters may endorse more than one candidate.

- f. Candidates must provide a manifesto to be published by UCLU. No amendments will be accepted past the deadline communicated in the Elections Schedule.
- g. The Sustainability, Engagement & Operations Officer shall compile and check the submissions once the nominations period has closed.
- h. Nominations shall be declared at the Declaration of Nominations as specified in the Elections Schedule.
- i. A candidates' meeting must be held following the closure of nominations at a time specified in the elections schedule.
- j. All candidates must attend a Candidates' Briefing. The time and place of the Candidates' Briefing is specified in the Elections Schedule. If you are unable to attend you must nominate a representative and inform the Returning Officer in writing beforehand. Candidates who do not attend a Candidates' Briefing may be subject to disciplinary action as deemed appropriate by the Returning Officer.
- k. Written notification of a candidate's resignation shall be given to the Sustainability, Engagement & Operations Officer, the resignation cannot be reconsidered once it has been submitted.

8. Campaigning & Publicity

- a. Campaigning period shall run for at least three working days before the opening of voting. No campaigning may take place before the start of the campaigning period.
- b. Campaigning shall start from the time and date specified in the Elections Schedule.
- c. Candidates must not share Campaign Expenses. Campaign Expenses are defined as all campaign materials, including online advertisements, which have a market value above £0.00.
- 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.
- e. Candidates may spend a maximum of £100 on their election campaign.
- f. Candidates shall be reimbursed for any expenditure on their election campaign, where valid receipts are provided, up to the above expenditure limit. The Union shall fully reimburse all spending within the allowance that does not contravene the regulations laid down in the Bye-Laws.
- g. Supporters may campaign for more than one candidate at the same time.
- h. Candidates may endorse other candidates but are prohibited from making reference to the candidacy of those endorsing them in their Campaign Expenses. A member running for multiple positions in the same set of elections will be treated as separate candidates.
- i. Candidates must not be endorsed by any of the Sabbatical Officers nor the Union Chair.

- j. Candidates may be endorsed by Non-Sabbatical Officers except for the current post-holder of the post that they are nominated.
- k. Candidates must not be endorsed by clubs nor societies including student media.
- l. 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 candidates 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 UCLU staff.
 - vii. permanently damage any UCLU or UCL area or property.
- m. Candidates or supporters who are currently or have previously been a UCLU 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.
- n. Candidates must submit their Elections Budget by the time and date specified in the Elections Schedule.
- o. The Sustainability, Engagement & Operations Officer shall organise events at which Members will have the opportunity to hear candidates speak and ask them questions.
- p. The Sustainability, Engagement & Operations Officer shall organise and chair a public hustings at which Sabbatical Officer candidates shall debate one another and answer questions from Members. Topics for debate shall be determined by the questions asked, and may also include equal opportunity for candidates to select topics. The Sustainability, Engagement & Operations Officer shall not select topics for debate.
- q. The Sustainability, Engagement & Operations Officer shall also ensure that there is online provision for Members to be able to ask questions of the candidates.

9. Voting

- a. No Member shall have more than one vote.
- b. The dates and times of voting are specified in the Elections Schedule. Voting will be through online electronic voting. The voting period for any position shall run for at least three working days, except for positions elected at a meeting.
- c. Voting shall be done by secret ballot using the Alternative Vote / Single Transferable Vote system, as detailed by the Electoral Reform Society of Great Britain and Northern Ireland.
- d. Re-Open Nominations shall be a candidate in all elections. Should Re-Open

Nominations win an election where one person is to be elected to the position, a by-election shall be held at the next scheduled set of elections or in a manner deemed appropriate by Union Council. Should Re-Open Nominations become elected at any stage in an election where multiple people are to be elected to the position, the count shall terminate with candidates who have met the quota prior to the election of Re-Open Nominations being considered to be duly elected. A bye-election shall be held to fill the remaining posts, as described above.

10. Positions

- a. The following positions shall be elected via cross-campus ballot:
 - i. Sustainability, Engagement & Operations Officer
 - ii. Education & Campaigns Officer
 - iii. Activities & Events Officer
 - iv. Welfare & International Officer
 - v. Student Trustees
 - vi. Union Chair
 - vii. Activities Officer
 - viii. Community Relations Officer
 - ix. NUS Delegates
 - x. Halls Accommodation Representative
 - xi. External Accommodation Officer
 - xii. Sustainability Officer
- b. The following positions shall be elected via sectional elections:
 - i. Academic Section Convenors shall be elected by members of the respective Academic Sections.
 - ii. Liberation Section Convenors shall be elected by self-defining members of the respective Liberation Sections.
 - iii. Halls Representatives and Faculty StARs
 - 1.1.1.1. Elected as described below.
- c. Halls Representatives
 - i. Shall represent the interests of students within their Hall to the Union and UCL.
 - ii. Shall be resident in the UCL Hall they are elected to represent.
 - iii. Shall be elected by the residents in their respective Hall.
 - iv. Shall be elected in the first term of the academic year for which they are to hold office.
- d. Faculty StARs
 - i. Shall represent the interests of students of their status within their Faculty to the Union, on Union Council, and to UCL.
 - ii. Shall be enrolled on a programme of study within the Faculty they are elected to represent.
 - iii. Shall be elected by the students of their status in their respective faculty.
 - iv. Shall work with the departmental StARs to represent members on

relevant committees

- e. All Faculties shall elect at least one Faculty StAR from each of the following student statuses, provided that each exists within the Faculty:
 - i. Undergraduate (UG)
 - ii. Postgraduate Taught (PGT)
 - iii. Postgraduate Research (PGR) (including Ph.D. and MRes students)

f. Student Trustees

- i. Student Trustees are elected in a cross-campus ballot of Members in the first term of the academic year for a term of twelve months.
- ii. This twelve month term shall commence on 1 November of year they are elected and will continue until 31 October the following year.
- ~~4.~~

~~f.g.~~ The terms and election schedules for Officers shall be as follows:

- i. The following Officers shall be elected in Term 1 and shall serve from the date of their election until the close of the election occurring in Term 1 of the following year:
 - 1. Halls Reps
 - 2. NUS Delegates
- ii. All Autonomous Section Officers other than the Convenors, and all Officers elected within the Activities Network, shall be elected and hold office in accordance with the relevant Section Constitution or Guidance Document.
- iii. All other Officers shall be elected in Term 2, and shall serve from 1st August in the year of their election until 31st July the following year.
- iv. Undergraduate and PGR Faculty StARs shall be elected in the academic session before they take office.
- v. PGT Faculty StARs shall be elected at the start of the academic session in which they take office.

11. Count & Results

- a. The timing of the close of voting and the count shall be specified in the Elections Schedule.
- b. Complaints about the count must be made in accordance with the procedure detailed in the Bye-laws.
- c. The results of all elections shall be certified by the Returning Officer.
- d. The announcement of results shall take place at the time and place specified in the Elections Schedule.
- e. Results of the election will also be posted on the Union website within three working days.

12. Bye-Elections

- a. Any vacancy, other than that of a Sabbatical Officer, which arises during the year, should be reported by the Sustainability, Engagement & Operations Officer to the next meeting of Union Council. A bye-election will then be held with the next set of elections, unless deemed feasible by Union Council to bring that bye-election forward.
- b. In the event of a vacancy for a Sabbatical Officer occurring, a bye-election

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must be held within four term weeks.

- c. If before the start of the academic year then a Sabbatical Officer may be elected to the full time position.
- d. If after the start of the academic year then an Acting Sabbatical Officer may be elected.

13. Interpretation & Complaints

- a. Interpretation of this Bye-law -lies with the Returning Officer.
- b. Any complaints about the conduct of candidates and their supporters must be made in writing to the Returning Officer no later than one hour after the close of voting.
- c. The Returning Officer shall make a ruling on the matter within 24 hours upon receipt of the complaint. The Returning Officer may give the alleged candidate the right of reply before making a ruling. Complainants may remain anonymous should they wish.
- d. The Returning Officer may take any of the following disciplinary actions:
 - i. oral warning
 - ii. written warning
 - iii. refer the complaint to the Elections Disciplinary Procedure, as outlined below.
 - iv. refer the complaint to the Union Disciplinary Procedure, as outlined in Bye-Law 16.
- e. The Elections Disciplinary Procedure:
 - i. The Elections Disciplinary Procedure shall consist of a panel hearing.
 - ii. It shall convene at the request of the Returning Officer.
 - iii. It shall consist of three members, drawn from members of the Elections Committee, including at least one Sabbatical Officer and one non-Sabbatical Officer where possible, in addition to the Returning Officer. The panel will not include the Chair of Elections Committee. If not enough members of the Elections Committee can be invited due to conflict of interest, members of, in order of priority, Steering Committee and Union Council may be called.
 - iv. It shall convene within one working day of the Returning Officer calling it.
 - v. The Returning Officer shall chair the panel.
 - vi. The ~~Chief Executive General Manager~~, or their nominated deputy, shall serve as Secretary to the Panel.
 - vii. The complainant and the defendant shall be notified in writing and through other means of communication where possible as soon as the Returning Officer decides to call a Panel, and as soon as a time and date for the Panel are set.
 - viii. Both the complainant and defendant may be accompanied by a supporter, who may be granted speaking rights, and who shall be a member of UCLU.
 - ix. If unable to attend the Panel, the complainant or defendant may write to the Returning Officer requesting a change of time. The Returning Officer may decide to go ahead with or reconvene the Panel.

- x. The process of the Panel hearing shall be as follows:
 - 1. The complainant shall introduce evidence and witnesses to the Panel, in the absence of the defendant should they wish.
 - 2. The defendant shall introduce evidence and witnesses as appropriate, in the absence of the complainant should they wish.
 - 3. Both the complainant and defendant may be questioned by the Panel, separately where appropriate.
 - 4. The Panel will then adjourn to a closed session to determine the action to be taken.
 - 5. The Chair of the Panel shall notify the complainant and defendant of the decision orally immediately after the decision is made, and in writing following the close of the session.
 - 6. Appeals may be made within six hours of the decision being made, and will only be considered if the Chair of Elections Committee deems that the process was unfair.
 - 7. If new evidence arises, the six hour limit for appeals may be extended, at the discretion of the Chair of Elections Committee.
 - 8. The Appeal will be chaired by the Chair of Elections Committee.
 - 9. Appeals will follow the same process as the Elections Disciplinary Procedure, but with three members of the Elections Committee who have not been involved in the case, including the original Panel.
 - 10. The Appeal Panel may decide to impose different penalties, impose no penalties or uphold the decision of the original Panel.
 - 11. The decision of the Appeal Panel is final.
- xi. The Panel shall have the power to impose the following penalties:
 - 1. Oral warning;
 - 2. Written warning;
 - 3. A percentage of votes to be docked;
 - 4. Disqualification of a candidate;
 - 5. Declare the election null & void;
 - 6. Refer the matter to the Union disciplinary procedures.
- xii. A combination of the above penalties may be imposed
- xiii. Where the appellant can provide evidence that their appeal has not been dealt within accordance with this procedure, the appellant may request an appeal to an independent person to be appointed by the governing body, University College London, in accordance with the Education Act 1994.
- f. Any complaints about the elections process must be made in writing to the Chair of Elections Committee. An Emergency meeting of the Elections Committee may be called by the Chair of Elections Committee to consider the complaint.

Bye-Law 12 - Committees of Union Council, the Union Executive Committee and the Board of Trustees

1. The roles and responsibilities of Union Council, the Union Executive Committee and the Board of Trustees are set out in the Memorandum & Articles and Bye-Laws.
2. Committees exist to facilitate these bodies' activities as well as opening them up to increased student involvement and improved transparency.
3. Union Council shall receive, via the Chairs of the Committees, written reports of the meetings and decisions taken by them.
4. Decisions of Committees may be referred back to the Committees for review by a simple majority of Union Council. The Board of Trustees will have an obligation to review issues referred back to them.
5. The Committees of the Board of Trustees are those outlined in the Bye-Laws.
6. Quorum of Committees, except for Human Resources Committee, shall be 50% of the membership, to include at least two Non-Sabbatical Members. The quorum of Human Resources Committee shall be 50% of the membership.
7. 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.

8. Finance & Services Committee

- a. Finance & Services Committee shall be a committee of the Board of Trustees.
- b. Membership of the Finance & Services Committee shall be:
 - i. Sustainability, Engagement & Operations Officer (Chair)
 - ii. All other Sabbatical Trustees
 - iii. Sustainability Officer
 - iv. Two Student Trustees appointed by the Board of Trustees.
 - v. Four members of Union Council elected by Union Council
- c. In attendance shall be:
 - i. ~~Chief Executive~~ General Manager
 - ii. ~~Finance & IT Manager~~
 - iii. Other staff members proposed by the Chief Executive and agreed by the Chair.
 - iii. Any Members who wish to attend as observers, subject to Bye-Law 12.7
- d. The Chair of the Finance & Services Committee shall be the Sustainability, Engagement & Operations Officer.
- e. 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. Considering and recommending to the Board of Trustees the annual income and expenditure budget for the coming year, on advice from appropriate committees and senior managers.
 - ii. Considering and reporting on statements on actual income and expenditure throughout the year and projected out-turn with annual

budget.

- iii. Engaging the Union's auditors and acting upon their recommendations, as well as receiving and considering reports from Internal Audit. It must monitor the Union's adherence to any regulatory requirements.
 - iv. Considering and taking 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.
 - v. Considering the financial implications of capital projects and report thereon to the Board of Trustees.
 - vi. Considering and taking action where appropriate on grant funded, trading services and Clubs and Societies expenditure.
 - vii. Considering the Union's banking arrangements, including the appointment of Officers or agents whom the committee deems it necessary to appoint.
 - viii. Considering and taking action on writing off losses or deficiencies on money, stocks, irrecoverable debts, overpayment and the disposal of obsolete equipment.
 - ix. Considering the Policies, reports, recommendations and requests of Referenda, General Assemblies and Union Council and make recommendations on their financial implications.
- f. The Finance & Services Committee will report to the Board of Trustees, through submission of its minutes.
- g. The Chair shall provide a written report on discussions and decisions taken at the Committee to Union Council. Union Council may refer a matter back for review by the Committee and the Committee shall have an obligation to review the issue.

9. Human Resources Committee

- a. Human Resources Committee shall be a committee of the Board of Trustees.
- b. Membership of the Human Resources Committee shall be:
 - i. All Sabbatical Officers
- c. In attendance shall be:
 - i. ~~Chief Executive~~General Manager
 - ii. ~~UCLU HR Representative~~
 - iii. ~~UCL HR Representative~~
 - iv. ~~Other UCLU staff members~~ proposed by the ~~Chief Executive~~General Manager and agreed by the Chair
- d. The Chair of the Committee shall be the Sustainability, Engagement & Operations Officer.
- e. The Committee shall have overall responsibility for the employment of Union staff and the terms at which the staff are employed. The Committee shall:
 - i. Conditions of Service
 1. Ensure the appointment of Union Staff (other than Student Staff) on UCLU / UCL terms and conditions of employment (as appropriate), ensuring that Union Staff remuneration meets the requirements of the London Living Wage.

2. Determine the rate of student-staff remuneration ensuring that this meets the requirements of the London Living Wage.
- ii. New Appointments, Redundancy and Dismissal
 1. Consider proposals for new staff appointments. Where such proposals result in an increase in staff costs the additional expenditure must be approved by the Finance & Services Committee.
 2. Consider proposals for staff redundancy.
 3. Receive reports from the Chair and ~~Chief Executive~~~~General Manager~~ on staff dismissal.
- iii. Authority
 1. Human Resources Committee will undertake its business in accordance with a timetable of key tasks approved by the Board of Trustees.
 2. Human Resources Committee will report to the Board of Trustees, through submission of its minutes.
- f. The Chair shall provide written reports on its decisions to Union Council, but shall not disclose matters relating to the responsibilities, conditions of employment, performance or conduct of individual members of staff. Union Council retains the right to refer a decision back for the Committee's further consideration and the Committee has an obligation to review the issue, or to refer the matter on to the Board of Trustees.

10. Elections Committee

- a. Elections Committee shall be a committee of Union Council.
- b. Membership of the Elections Committee shall be:
 - i. All Sabbatical Officers
 - ii. Seven students elected by Union Council
 - iii. Union Chair
- c. In attendance shall be:
 - i. ~~Chief Executive~~~~General Manager~~
 - ii. Other staff members as ~~invited-proposed~~ by the ~~Chief Executive~~~~General Manager~~ and agreed by the Chair
- d. The Chair of the Elections Committee shall be the Sustainability, Engagement & Operations Officer.
- e. The Committee shall:
 - i. Have responsibility for the smooth running and promotion of the Union's elections as outlined in the Memorandum & Articles and Bye-Laws.
 - ii. Offer guidance to Union Council relating to the creation and any revisions of the Bye-Law relating to elections.
 - iii. Enforce, or delegate the enforcement of, the Bye-Law relating to elections.
 - iv. Produce an annual evaluation for Union Council and the Board of Trustees on the effectiveness of the Union's electoral processes and participation rates within them.
 - v. Report to Union Council.
 - vi. No member of Elections Committee may stand in any election unless

they resign from the committee before the opening of nominations.

~~vi.~~vii. Committee members who have resigned due to Bye-Law 12.10.e.vii
maybe be reinstated after the close of voting at the committee's discretion.

11. Steering Committee

- a. Steering Committee shall be a committee of the Board of Trustees.
- b. Membership of the Steering Committee shall be:
 - i. Union Chair
 - ii. Sustainability, Engagement & Operations Officer
 - iii. Five non-Trustee Union Members elected at Union Council
 - iv. Four trustees elected from the Sabbatical Trustees and Student Trustees by the Board of Trustees
 - v. Any Member may attend meetings of the Steering Committee, subject to Bye-Law 12.7.
- c. In attendance shall be:
 - ~~i.~~ Chief Executive~~General Manager~~
 - ~~ii.~~ Other staff members proposed by the Chief Executive and agreed by the Chair.
 - ~~ii.~~ Membership Services Manager
- d. The Committee shall:
 - i. Have the power to interpret and clarify the Memorandum & Articles and Bye-Laws if there is confusion as to their meaning, or if there is contradiction within any single constitutional text.
 - ii. Meet only when required to do so:
 1. by a majority vote of the Board of Trustees, the Union Executive Committee or Union Council;
 2. by joint agreement of the Union Chair and the Sustainability, Engagement & Operations Officer; or
 3. if Bye-Laws are suspended.
 - iii. Report its activities and decisions to Union Council and the Board of Trustees.
- e. The Chair of the Steering Committee shall be the Union Chair.

12. Sports Grounds Committee

- a. Sports Grounds Committee shall be a committee of the Board. of Trustees
- b. Membership of Sports Grounds Committee shall be:
 - i. Activities & Events Officer
 - ii. Sustainability, Engagement & Operations Officer
 - iii. Activities Officer
 - iv. Sports Officer
 - v. Five representatives of Sports Clubs elected from the Activities Network
 - vi. One representative to be nominated by RUMS
- c. In attendance shall be:

- i. ~~Chief Executive~~General Manager
- ii. ~~Commercial Services Manager~~
- iii. ~~Sports Grounds Manager~~
- iv. ~~Other staff members proposed by the Chief Executive and agreed by the Chair.~~Union Staff as required by the agenda

~~v.ii.~~ One member appointed by UCL Council

~~vi.iii.~~ A representative of ~~the~~ UCL Estates.

~~vii.iv.~~ Any Member who wishes to attend as an observer, subject to Bye-Law 12.7

d. The Committee shall:

i. consider and report to Finance & Services Committee:

1. The annual income and expenditure budget for the coming year.
2. Statements on actual income and expenditure throughout the year, and projected out-turn.
3. Recommend to Finance & Services Committee the adoption of financial statements for the preceding year.

ii. Develop and recommend to Finance & Services Committee long-term forecasts of income and expenditure in respect of the sports grounds and pavilion.

iii. Ensure that the grounds and pavilion deliver the targeted levels of customer satisfaction, identifying opportunities for new or alternative services in line with changing customer profiles.

iv. Ensure effective day-to-day management of contracts to provide grounds and/or pavilion services.

v. Ensure the statutory requirements relating to the provision of the grounds and pavilion are met.

vi. Ensure maintenance and ongoing development of the grounds and its facilities.

vii. Undertake its business in accordance with a timetable of key tasks approved by the Board of Trustees.

viii. Will liaise with the Trustees of the UCL Sports Grounds as requested and as appropriate.

e. The Sports Grounds Committee will report to the Board of Trustees, through submission of its minutes.

f. The Chair shall provide a written report on discussions and decisions taken at the Committee to Union Council. Union Council may refer a matter back for review by the Committee and the Committee shall have an obligation to review the issue.

g. The Chair of the Sports Grounds Committee shall be the Activities & Events Officer.

13. Student Media Committee

a. Student Media Committee shall be a sub-committee of the Union Executive Committee

b. The membership of Student Media Committee shall be:

- i. The Sustainability, Engagement & Operations Officer
 - ii. The Activities & Events Officer
 - iii. One delegate from each society self-defining as a media society and approved as such by either the Activities & Events Officer or the Union Council
- c. In attendance shall be:
- i. ~~The Chief Executive~~General Manager or an appropriate appointee of the ~~Chief Executive~~General Manager
 - ~~ii.~~ Other staff members proposed by the Chief Executive and agreed by the Chair
 - ~~iii.~~ Any Member may attend meetings of the Student Media Committee, subject to Bye-Law 12.7.
 - ~~iv.~~ A legal expert if invited by the Chair
- d. The Student Media Committee shall:
- i. Provide a forum for Members to share information, raise matters of concern and drive forward the Student Media activities in the best interests of students
 - ii. Consider complaints related to the Union's Student Media.
 - iii. Consider potential liability for libel action against the Union concerning student-generated Media.
 - iv. Seek legal advice where appropriate.
 - v. Report regularly to Union Council and the Union Executive Committee.
- e. The Chair of the Student Media Committee shall be the Sustainability, Engagement & Operations Officer.

Bye-Law 13 - NUS Delegation

1. This section shall apply only when UCLU 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. This section and the points contained in it refer to any Policy making conference of the NUS.
3. In the event that the NUS governing documents or policies contradict the Memorandum & Articles and Bye-Laws of the Union, the Memorandum & Articles and Bye-Laws of the Union shall take precedence.

4. Delegation Leader

- a. The Education & Campaigns 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 & Campaigns Officer may represent UCLU at all NUS Conferences which they are entitled to attend under NUS Rules.

5. NUS National Conferences

- a. Ahead of NUS National and Extraordinary Conferences, the delegation leader shall call a pre-conference delegation meeting for the elected conference delegates that shall discuss:
 - i. Procedure of NUS conferences.
 - ii. Issues that are to be laid before the NUS conference.
 - iii. Any Union Policy that refers to those issues.
- b. There shall be a deputy delegation leader; the person receiving the most first preference votes in the delegation elections.
- c. 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 Council before the end of the academic year or at a meeting of Union Executive Committee if this is not possible.

6. NUS Delegates

- a. NUS Delegates shall attend NUS Annual 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 attend the following Union Council meetings:
 - i. All meetings where motions to NUS conferences are to be discussed.
 - ii. The meeting immediately preceding NUS conference.
 - iii. Any meetings which conference reports are presented to.
- e. Delegates should attend all General Assemblies where motions to NUS conferences are to be discussed.
- f. All delegates will submit a report to Union Council, including a record of the

way they voted for all motions and all voting preferences in NUS Elections. This report must be submitted to the next scheduled meeting of Union Council following the conference before the end of the academic year.

- g. The Sustainability, Engagement & Operations Officer shall ensure delegates receive a copy of current Union Policy and will advise the delegation on how this relates to the issues to be discussed.

7. Motions to NUS National or Extraordinary Conference

- a. The Union may submit motions or amendments to NUS conference. Any motions or amendments submitted must have been passed by a Referendum, General Assembly or meeting of Union Council.
- b. The Union Chair shall sign all motions and amendments before submission to NUS Conferences. In their absence a Sabbatical Officer will sign it.

8. NUS Zone Conferences

- a. The Union shall send delegates to NUS Zone Conferences.
- b. The Union shall select its voting delegate to each NUS Zone Conference by an election at Union Council, in which any Member may stand.
- c. In the absence of an election, the Education & Campaigns Officer shall have the right to attend and vote at Zones, or to delegate the Union's vote to any other Union Officer or NUS Delegate.
- d. Other Union Officers and NUS Delegates may attend Zones as observers.
- e. Delegates at Zone Conferences must follow Union Policy in the same way as delegates to National and Extraordinary Conferences, and in Zone Committee elections should vote for candidates whose platforms reflect Union Policy.

9. NUS Liberation and Section Conferences

- a. The Union shall send voting delegates and motions to NUS Liberation and Section Conferences.
- b. The process of electing delegates and passing motions to these conferences shall be set out in the constitution of the corresponding Autonomous Sections.
- c. If the Autonomous Section's provisions fail, through iniquoracy or otherwise, to select sufficient delegates, then on the request of the Autonomous Section's Convenor:
 - i. The relevant Autonomous Section Convenor shall attend as a delegate, and, if the Union is allocated multiple delegates, members of the Autonomous Section's Executive Committee shall elect from their number further delegates to go to the conference.
 - ii. In the absence of sufficient willing and able delegates elected as detailed above, members of Union Council who are represented by the NUS Liberation Campaign or Section may elect from their number further delegates to go to the conference.
 - iii. There shall be no quorum for the elections in Bye-Laws 9.c.i and 9.c.ii.
 - iv. In the absence of sufficient willing and able delegates in Bye-Laws 9.c.i and 9.c.ii, the Education & Campaigns Officer, and then NUS Delegates, and then other Sabbatical Officers may attend the conference, providing that they self-define into the Liberation Campaign or are represented by

the NUS Section.

- d. The Education & Campaigns Officer shall work with Autonomous Sections to ensure that delegates and motions can be sent to conferences.
- e. Delegates to Liberation and Section Conferences shall be bound to vote according to Union Policy with same conditions and exemptions as NUS Delegates, except that they shall first be bound to adhere to the corresponding Autonomous Section's Sectional Constitution and Policies.

Bye-Law 14 - 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 Human Resources Committee and shall not be discussed at any other Committee, Union Council, General Assembly 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 Human Resources Committee, 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 14.3 and 14.4 apply to student casual staff whilst they are on duty.

Bye-Law 15 - Complaints Procedure for Members

1. This Bye-Law exists to ensure the Union has fair and transparent procedures for dealing with complaints made by the Members. Any Member or group of Members dissatisfied with the Union has the right to make a complaint.
2. A formal complaint must be made in writing and must fall into one of four categories: complaints against Sabbatical Officers, complaints against Staff, complaints against Members or groups of Members and complaints about Union services or facilities. The complaint will be automatically sent to the relevant staff member in accordance with the procedures below. The Complainant must receive a response within ten working days, regardless of the nature of the complaint.
- 3. If a Member wishes to make a complaint against a Sabbatical Officer:**
 - a. The complaint will automatically be sent to the Chief ExecutiveGeneral Manager who will decide whether the complaint concerns a political stance or personal behaviour.
 - b. If the complaint is political, the Chief ExecutiveGeneral Manager will reply to the Complainant, providing information about how they can influence Union policies as a Member. If the complaint regards the behaviour of the Sabbatical Officer(s) this will be considered under the Sabbatical Officer Disciplinary Procedures.
- 4. If a Member wishes to make a complaint against a staff member:**
 - a. In accordance with the Staff Student Protocol the complaint will automatically be sent to the relevant Line Manager with a reminder that it must be replied to within ten working days of the original submission date (regardless of when the Line Manager has received it). In the absence of a Line Manager the Chief ExecutiveGeneral Manager will consider the case. The Line Manager/Chief ExecutiveGeneral Manager will seek to resolve the matter informally in the first instance.
 - b. The Line Manager will investigate the complaint and will decide whether the Staff Disciplinary Procedure needs to be enacted.
- 5. If a Member wishes to make a complaint against another Member or group of Members:**
 - a. Once submitted through the online form the complaint will automatically be sent to the Chief ExecutiveGeneral Manager and the Welfare & International Officer who will decide whether to activate the disciplinary procedures as outlined in these Bye-Laws.
 - b. The Chief ExecutiveGeneral Manager will respond to the Complainant outlining the decision and advising that if Complainant is not satisfied with the outcome, they may request a Complaint Hearing.
 - c. The Chief ExecutiveGeneral Manager will also offer mediation between the Complainant and the Member who is the subject of the complaint.
- 6. If a Member wishes to make a complaint against about a Union service or facility:**
 - a. Once submitted through the online form the complaint will automatically be sent to the relevant Service Manager or Chief ExecutiveGeneral Manager who will investigate the complaint and respond to the Complainant, detailing the action that has been taken. If Complainant is not satisfied with the outcome, they may request a Complaint Hearing.

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7. Complaint Hearing

- a. If a Member believes that the outcome of any of the above steps is unsatisfactory then they may request a complaint hearing which will be convened within ten working days. The composition of the panel for complaint hearings will be:
 - i. ~~Chief Executive~~General Manager
 - ii. Welfare & International Officer
 - iii. One Member of the Disciplinary Pool as outlined in these Bye-Laws.
- b. The Complainant may be accompanied by a friend, Sabbatical Officer or a staff member from the Rights & Advice Centre.
- c. If the Complainant wishes to appeal the decision of the Complaint Hearing they may do so in writing to the Chair of the Trustee Board.

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Bye-Law 16 - Disciplinary Procedures for Members

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 individual Members or groups of Members. 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, harassment, bullying or intimidation of other students, Union staff, or visitors to Union spaces or events.
 - b. Discriminatory conduct, including sexual harassment contravening the Zero Tolerance to Sexual Harassment Policy.
 - c. Maliciously damaging Union spaces or property.
 - d. Misappropriating Union property, funds or assets
 - e. 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 First Stage and Second Stage hearings shall be drawn.
- b. The Disciplinary Pool shall consist of the Welfare & International Officer and five members of Union Council who are elected from and by Union Council at the first meeting of the academic year.
- c. Members of the Disciplinary Pool are accountable to Union Council and at the end of every academic year they will produce a report to be presented to Union Council detailing how many incidents they have dealt with that year. An annual report will also be submitted to the Trustee Board.
- 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 ExecutiveGeneral Manager** and Sabbatical Officers should be informed. Any matter deemed to require further investigation through the disciplinary procedures must be referred by the **Chief ExecutiveGeneral Manager** 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).

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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. Bye-Law 10: Censure, Recall and No Confidence Procedures for Officers
 - iii. Bye-Law 11: Elections
 - iv. 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 15, 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 ~~General Manager~~ and the Welfare & International 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 & International Officer (or other Member of the Disciplinary Pool) and the Chief Executive Officer ~~General Manager~~.
 - 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 First Stage or Second Stage 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 Rights & Advice Centre will not be withdrawn through this Bye-Law other than in circumstances where the safety or dignity of Rights & Advice Centre staff may be compromised.
- d. Alleged offences will normally be handled by a First Stage 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 Second Stage 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. At least five working days' notice shall be given for a disciplinary hearing, from the date of the letter, which can be sent via email. 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 ~~Chief Executive Officer~~ **General Manager** to advise on the procedures
 - iv. The right of the defendant to be accompanied by a friend, including a staff member from the Rights & Advice Centre, not acting in a legal representation capacity.
 - v. The opportunity for the defendant to bring a witness or witnesses.
- g. 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.
- h. Any student against whom an allegation has been made has the right to be accompanied by a friend, or staff member from the Rights & Advice Centre at an investigative interview or disciplinary hearing.

10. First Stage Hearing

- a. The panel for First Stage Hearings will be comprised of the Welfare & International Officer (or delegated Sabbatical Officer where the Welfare & International Officer is unavailable) 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 will attend the hearing to act as secretary. They will hold no decision-making powers, and will only 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 First Stage Hearing shall take place in private, although the defendant may be accompanied by a friend, as defined in this Bye-Law. The defendant may authorise this person to speak on their behalf. As this is an internal procedure the friend cannot act in a legal capacity.
- e. The Panel and/or the Defendant may ask a witness/witnesses to attend as appropriate.
- f. The First Stage Hearing shall proceed as follows:
 - i. A staff member will state the allegations.
 - ii. The defendant will make their response.
 - iii. The Union representative and the defendant shall introduce evidence and witnesses as appropriate. The defendant may question any witnesses.
 - iv. The panel may question the Defendant and witnesses as appropriate.
 - v. The panel will adjourn to determine whether the matter will be upheld and, if the matter is upheld, what the appropriate sanction will be (in accordance with the guidelines for sanctions set out in this Bye-Law).

- vi. The panel may notify the defendant orally of the decision if it can be made within 30 minutes of the hearing.
- g. A confidential record of the hearing will be kept by Union for up to 6 years. Anonymised records will be used to collate a termly report for Union Council and an annual report for the Trustee Board.
- h. 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 an attachment detailing the appeals procedure.
- i. Where appropriate the panel may choose to inform the complainant that the First Stage Hearing has been concluded, and whether the matter had been upheld.
- j. The panel will report the conclusion of all First Stage Hearings to the Disciplinary Pool in writing.
- k. The defendant may appeal the First Stage Hearing decision, as outlined in this Bye-Law
- l. The defendant can at any time request that the Second Stage Hearing procedures be used.

11. Second Stage Hearing

- a. The panel for Second Stage 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. The ~~Chief Executive General Manager~~ (or delegated representative if the ~~Chief Executive General Manager~~ is not available) shall attend the hearing acting as secretary, to minute the hearing and advise on procedural matters as required.
- 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 Second Stage 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 Union staff to advise on the procedures.
 - iv. The opportunity for the defendant to be accompanied by a friend, including a staff member from the Rights & Advice Centre, not acting in a legal representation capacity.
 - v. The opportunity for the defendant to bring a witness or witnesses.
- 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 formal disciplinary process is concluded.

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- g. 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.
- h. 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.
- i. A written statement may be accepted in place of the presence of a witness if permitted by the panel members.
- j. The Second Stage Hearing shall proceed as follows:
 - i. The staff member will present the case to the panel.
 - ii. The witnesses may be questioned by the panel as directed by the Chair.
 - iii. The Defendant will state their response, and may also introduce witnesses and evidence. The panel may question the witness.
 - 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.
- k. 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 an attachment detailing the appeals procedure.
- l. 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.
- m. The panel will report the conclusion of all Second Stage Hearings to the Disciplinary Pool in writing.
- n. The defendant may appeal the Second Stage Hearing decision, as outlined in these Bye-Laws.
- o. The confidential record of the hearing will be kept by Union for up to 6 years. Anonymised records will be used to collate a termly report for Union Council and an annual report for the Trustee Board.

12. Sanctions

- a. Sanctions available during a First Stage 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 Deputy Registrar (Operations and Planning).
 - vi. A combination of the above sanctions may be proposed.

- b. Sanctions available during a Second Stage 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 Deputy Registrar (Operations and Planning).
 - vii. A combination of the above sanctions may be proposed.

13. Appeal

- a. The defendant has the right to appeal the decision of a First Stage Hearing or Second Stage 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 Union Chair, stating the grounds for appeal.
- d. The Union Chair will determine whether the appeal falls within the grounds for an appeal. If the appeal does not fall within the grounds the Union Chair shall write to the appellant to inform them of this decision.
- e. If the Union Chair determines that there are reasonable grounds to be heard then an Appeals Panel Hearing will be constituted.
- f. The appeal will be heard by a panel who must not have been involved in any decision making roles in previous hearings, or as witnesses at any stage.
- g. The Appeal panel shall be four members, and shall include, the Union Chair, one Sabbatical Officer, one member of the Disciplinary Pool and one external member, usually a Sabbatical Officer from another students' union not involved at any stage in the matter.
- h. The Panel shall be chaired by the Union Chair.
- i. A staff member shall act as secretary, to minute the hearing and advise on procedural matters as required
- j. The Panel hearing shall be held within fifteen working days, where possible, of receiving the appeal, and the appellant shall be notified, in writing, with at least ten working days notification before the panel hearing takes place. The letter shall state:
 - i. An outline of the appeal grounds as submitted
 - ii. The appeals procedure currently adopted by this Bye-Law

- iii. The availability of ~~the General Manager~~ to advise on the procedures the Chief Executive
- iv. The opportunity for the appellant to be accompanied by a friend, including a Member of Union Advice Service staff, not acting in a legal representation capacity.
- k. If the appellant fails to respond to the initial correspondence before the hearing, or does not attend the hearing, then the appeal shall be heard in their absence. The appellant 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.
- l. A written statement may be accepted in place of the presence of a witness if permitted by the panel Members.
- m. The appeal will not be a repetition of the disciplinary panel and no witnesses shall be called unless there is additional evidence or information.
- n. The Appeal Hearing shall proceed as follows:
 - i. The appellant shall set out the grounds for appeal and any relevant evidence to substantiate these grounds
 - ii. The appellant may be questioned by the panel as directed by the Chair.
 - iii. The panel will adjourn to determine whether the appeal is to be upheld.
 - iv. The panel may notify the appellant orally of the decision if it can be made within 30 minutes of the hearing.
- o. The Panel 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
- p. The appellant will be notified in writing of the decision of the panel. This notification will be sent within three working days of the hearing.
- q. The panel will report the conclusion of all Appeal Hearings to the Disciplinary Pool in writing.
- r. The confidential record of the hearing will be kept by Union for up to 6 years. Anonymised records will be used to collate a termly report for Union Council and an annual report for the Union Trustee Board.