



## The Companies Act 2006

### Company Limited by Guarantee and not having a Share Capital

#### Articles of Association of Coventry University Students' Union

##### 1. Definitions and Interpretation

- 1.1 The meanings of any defined terms used in these Articles are set out below. If any dispute arises in relation to the interpretation of these Articles or any of the Bye-Laws, it shall be resolved by the Board of Trustees.
- 1.2 Words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and vice versa.
- 1.3 Any reference in these Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it.
- 1.4 Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Act 2006 as in force on the date when these Articles become binding on CUSU.
- 1.5
  - (a) "Board" means the Board of Trustees of CUSU.
  - (b) "Bye Law(s)" means and includes, but is not strictly limited to, any such bye laws, terms of reference, regulations, procedures, and schedules of CUSU.
  - (c) "Charities Act" means the Charities Act 2006.
  - (d) "Connected Person" means any person falling within one of the following categories and where payment to that person might result in the Trustee obtaining benefit: (a) any spouse, civil partner, parent, child, brother, sister, grandparent or grandchild of a Trustee; or (b) the spouse or civil partner of any person in (a); or (c) any person living with a Trustee or his or her partner; or (d) any company or Limited Liability Partnership or firm of which a Trustee is a paid director, member, partner or employee, or shareholder holding more than 1% of the capital.
  - (e) "CUSU" means Coventry University Students' Union.
  - (f) "Member" means members who are Ordinary Members, Associate Members or Honorary Members as set out in these Articles.
  - (g) "Trustee" means any member of the Board.
  - (h) "University" means Coventry University.

## **2. Name**

- 2.1 The name of the organisation shall be Coventry University Students' Union ('CUSU')

## **3. Registered Office**

- 3.1 The registered office of CUSU is situated in England and Wales.

## **4. Purpose**

The purpose of CUSU shall be to represent, promote and advance the educational, welfare, sporting, social and cultural interests of all students enrolled at Coventry University and be directed by the students of Coventry University.

## **5. Objects**

The objects of CUSU shall be:

- 5.1 To represent the interests of students within the University, the local community and at a national level;
- 5.2 To encourage and enable the wide participation of all students in the representation of students and the delivery of CUSU services to students;
- 5.3 To ensure that CUSU maintains best practices in all services to students for the benefit of all students;
- 5.4 To actively promote equality of opportunity, access and good relations amongst its members, and employees, regardless of ethnic or national origin, colour, gender, sexuality, disability or illness, age, cultural, political and religious beliefs, or caring responsibilities.

## **6. Powers**

- 6.1 CUSU may do all such lawful things as shall further CUSU's objects which are suitable for the charitable purpose for which it was formed and in order to retain its charitable status provided that all such activities shall be confined to the activities which an English and Welsh charity may properly undertake and provided that CUSU complies with the Education Act 1994 (as amended) and any guidance published by the Charity Commission.

## 7. Limitation on private benefits

- 7.1 The income and property of CUSU shall be applied solely towards the promotion of its objects.
- 7.2 Except as provided below no part of the income and property of CUSU may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any Member of CUSU. This shall not prevent any payment in good faith by CUSU of:
- (a) any payments made to any Member in their capacity as a beneficiary of CUSU;
  - (b) reasonable and proper remuneration to any Member for any goods or services supplied to CUSU;
  - (c) interest on money lent by any Member to CUSU at a reasonable and proper rate; and
  - (d) any reasonable and proper rent for premises let by any Member to CUSU.
- 7.3 Except as provided below no Trustee may sell goods, services or any interest in land to CUSU; be employed by, or receive any remuneration from, CUSU; or receive any other financial benefit from CUSU. This shall not prevent any payment in good faith by CUSU of:
- (a) any payments made to any Trustee or Connected Person in their capacity as a beneficiary of CUSU;
  - (b) reasonable and proper out of pocket expenses of the Trustees;
  - (c) reasonable and proper remuneration to any Trustee or Connected Person for any goods or services supplied to CUSU on the instructions of the Trustees provided that:
    - (i) for the avoidance of doubt, the authorisation under this provision shall extend to the remuneration of Trustees and Connected Persons under contracts of employment with CUSU;
    - (ii) subject to the above, the authorisation under this provision shall not extend to the service of acting as Trustee;
    - (iii) this provision may apply to more than half of the Trustees in any financial year (and for these purposes such provision shall be treated as applying to a Trustee if it applies to a person who is a Connected Person in relation to that Trustee) to the extent that **of the ten members of the Board no more than five may be paid** under contracts of employment with CUSU and only so far as they are Sabbatical Officers appointed under the terms of Bye Laws E (*Sabbatical Officers' Terms and Conditions of Service*); and
    - (iv) at all times the provisions of the Education Act are complied with;
  - (d) interest on money lent by any Trustee or Connected Person to CUSU at a reasonable and proper rate;

- (e) any reasonable and proper rent for premises let by any Trustee or Connected Person to CUSU;
- (f) reasonable and proper premiums in respect of indemnity insurance effected in accordance with these Articles;
- (g) any payments made to any Trustee or officer under the indemnity provisions set out in these Articles; and
- (h) any payments authorised in writing by the Charity Commission.

## **8. Membership**

There shall be the following classes of membership:

### **8.1 Ordinary Membership**

- (a) This shall be open to all students who do not opt out of membership of CUSU and who are enrolled on any course at Coventry University, and to Sabbatical Officers of CUSU, and where appropriate to students on Coventry University courses at other organisations.
- (b) All Ordinary Members shall be entitled to propose, stand and vote in CUSU elections, participate and vote in CUSU Union General Meetings.

### **8.2 Associate Membership**

- (a) This shall be open to all members of Coventry University and CUSU staff, past students of the University and to other persons agreed to by the Executive Committee who shall determine the membership fee.
- (b) All Associate Members may use the services of CUSU but shall not vote or stand in CUSU elections or meetings.
- (c) Associate membership may be revoked by Executive Committee in accordance with CUSU disciplinary procedures.

### **8.3 Honorary Membership**

- (a) Shall be awarded to any persons considered appropriate by Executive Committee.
- (b) Shall be awarded to members of Executive Committee on the last day of office unless considered otherwise by Executive Committee.
- (c) All Honorary Members shall enjoy the rights of Associate Members without fee or charge.
- (d) Honorary membership may be revoked by Executive Committee.

## **9. Union General Meetings**

- 9.1 The Union General Meeting (UGM) shall be the sovereign body of CUSU.

- 9.2 The Union General Meetings shall be convened by arrangements as detailed in Bye Laws J.
- 9.3 The Annual Union General Meeting (AGM) shall approve CUSU accounts and budgets.
- 9.4 The quorum for a UGM shall be 100 Ordinary Members of CUSU.

## **10. Union Council**

- 10.1 The membership and election of the Chair of CUSU Council ("UC") shall be in accordance with clause 16 (*Elections*) hereof and election by the election regulations, Bye Laws D.
- 10.2 The quorum for UC shall be half the filled posts plus one.
- 10.3 The UC shall scrutinise, supervise and instruct Executive Committee.
- 10.4 The UC shall approve the CUSU business plan
- 10.5 The UC shall receive reports from CUSU Standing Committees and the Executive Committee.
- 10.6 The UC shall determine policy of CUSU in matters not bound by existing UGM policy.
- 10.7 The UC shall recommend the appointment of CUSU non-ordinary member ('external') trustees to the Board of Trustees.
- 10.8 The UC shall have the power to call a UGM as it considers appropriate (in accordance with Bye Laws J).
- 10.9 The UC shall have the power to censure or dismiss officers of CUSU in accordance with clause 18.1 (*Dismissal and Caution of Elected Officers*) hereof.
- 10.10 The UC shall elect its members onto Standing Committees in accordance with the membership of such committees in Bye Laws K.

## **11. Executive Committee**

- 11.1 The Executive Committee membership and its election shall be in accordance with clause 16 (*Elections*) hereof and the Elections Regulations of CUSU as set out in Bye Laws D.
- 11.2 The quorum for the Executive Committee shall be half of filled posts plus one.

- 11.3 The Executive Committee shall direct the everyday affairs of CUSU within existing CUSU policy and shall implement CUSU policies.
- 11.4 The Executive Committee shall submit regular and formal reports and make recommendations to CUSU Council and the CUSU Board of Trustees.
- 11.5 The Executive Committee may determine policy until it is ratified at the next Union Council or UGM meeting.
- 11.6 The Executive Committee shall determine the nominees for University Committees and the Board of Governors as requested.
- 11.7 The Executive Committee shall be empowered to employ staff and shall be responsible for determining staff terms and conditions in accordance with clause 19 hereof.
- 11.8 The Executive Committee shall meet at least every two weeks during term time.
- 11.9 The Executive Committee shall meet in closed session when considering matters of staff or the disciplinary matters of members and shall consist of only voting members and the General Manager (or his/her nominee).
- 11.10 Sabbatical Officers of the Executive Committee shall be elected under the terms and conditions of office specified in Bye Laws E.

## **12. The Board of Trustees of CUSU**

- 12.1 There shall be a Board of the registered charity 'Coventry University Students' Union' who shall have the responsibility for the good governance and management of CUSU.
- 12.2 The Board shall consist of five members external to Coventry University and CUSU, one member of the Coventry University's Board of Governors, four elected sabbatical officers and two ordinary members of CUSU.
- 12.3 The period of office of the trustees shall be as follows:
  - (a) three external members for two years;
  - (b) two external members for three years;
  - (c) the member of the Board of Governors for three years, and co-dependent on remaining a member of the Board of Governors in the period of office as a trustee;

- (d) the elected sabbatical officers for the period of their term of office only
  - (e) the ordinary members for one year, subject to student status.
- 12.4 Trustees shall not normally serve more than two terms of office.
- 12.5 External trustees shall not be ordinary members of CUSU
- 12.6 The selection and election of trustees shall be as follows:
- (a) The elected sabbatical officers shall be elected under the normal election regulations of CUSU;
  - (b) The ordinary members shall be elected from amongst the membership at a Union Council meeting within the last term of the academic year;
  - (c) One independent member from and determined by the Board of Governors;
  - (d) The external trustees shall be selected by the Executive Committee sub committee, the Trustees Appointments Panel, which normally shall seek the approval of and the confirmation of external trustees from CUSU Council.
- 12.7 The Board shall meet at least 4 (four) times per year.
- 12.8 The Board shall establish sub committees and working groups as it considers appropriate.
- 12.9 The Board shall submit accounts, budgets, business plans and other matters appropriate to the membership at the Annual and Union General Meetings as appropriate.
- 12.10 The Board of Trustees shall be Chaired by the Chair of Executive Committee who, in the case of an equality of votes shall be entitled to a casting vote in addition to any other vote he or she may have at Board of Trustee meetings and, for the avoidance of doubt, this casting vote shall not be used at any general meeting.
- 12.11 The quorum shall be half plus one of all existing trustees and there shall be no less than two external trustees and two sabbatical officers.

### **13. Executive Committee Sub Committees**

- 13.1 Executive Committee Sub Committees shall operate in accordance with CUSU policies and shall be responsible to the Executive Committee.
- 13.2 The Union Council and the Board of Trustees shall determine the sub committees of Executive Committee in accordance with Byelaws C.
- 13.3 The powers of each sub committee shall be determined by its terms of reference (outlined in Bye Laws C).
- 13.4 Each sub committee shall review annually its terms of reference and make recommendations to Union Council on changes deemed appropriate.
- 13.5 Minutes and reports of all sub committees shall be approved by Executive Committee.

### **14. Standing Committees**

- 14.1 Standing Committees and other ad hoc Committees as the Executive Committee may deem necessary, shall operate in accordance with CUSU Policy and shall be responsible and make termly reports to Union Council. Members of Standing Committees shall be elected in accordance with Bye Laws K.
- 14.2 Standing Committees and other ad hoc committees as Executive Committee in accordance with Bye laws K.
- 14.3 Each Standing Committee shall review annually its own terms of reference and make recommendations to the Executive Committee on any changes deemed necessary

### **15. Faculty/School and Other Committees**

- 15.1 There shall be elected, in accordance with Bye Laws L, other CUSU Committees established as follows:
  - (a) Faculty/Schools Committees for each of the University's Schools and Faculties which shall meet at least once per term;
  - (b) Executive Committee shall establish Halls Committees as considered necessary and appropriate in accordance with Bye Laws L;
  - (c) NUS Conference Committee;
  - (d) Elections Committee.
- 15.2 The terms of reference and membership of these other committees are as determined by Bye Laws L.

## **16. Elections**

- 16.1 The Ordinary Membership of CUSU shall elect by secret ballot in accordance with the Election regulations, Bye Laws D:
- (a) Executive Committee
    - (i) Vice President Communications and Engagement
    - (ii) Vice President Democracy and Finance
    - (iii) Vice President Representation
    - (iv) Vice President Student Activities
    - (v) An Executive Committee Officer for each School and Faculty of the University to be known as Faculty Chair or School Chair
  - (b) Union Council
    - (i) where secret ballot shall be in accordance with the CUSU Elections Regulations, Bye Laws D;
    - (ii) the membership of Union Council shall be determined by Union Council and ratified by the Board of Trustees and shall be in accordance with Bye Laws B;
    - (iii) the election of the Chair of Union Council shall be in accordance with Bye Laws D and if the position of Chair of Union Council is vacant then the current Chair of Executive shall act as Chair.
- 16.2 The terms of reference for Executive Committee members and directly elected Union Council members shall be as Bye Laws A and B respectively.

## **17. Referenda**

- 17.1 Referenda shall be held no more than twice per academic year; Union Council (or the Executive Committee in extraordinary circumstances) may resolve that a constitutional amendment, affiliation or matter of policy may be referred to the student body in a general referendum. A referendum may also be called by 5% of the ordinary membership signing a written request for a referendum on a specified issue; this shall be sent to the President.
- 17.2 All Ordinary members shall have the right to vote in a referendum. Referenda shall follow the regulations in Bye Laws D.
- 17.3 The Returning Officer of CUSU elections shall be the Returning Officer for Referenda
- 17.4 A Referendum must be put to the students in the form of a single simple statement with the option for students to vote in support or in opposition.
- 17.5 CUSU will produce publicity outlining both sides of the debate and will appoint both an Executive Committee officer to support the motion and one to oppose it; there will be equal resources to conduct the

campaign. The use of additional resources or by the resources of any external organisation, including the University, is prohibited.

- 17.6 Should a referendum receive a total turnout of 5% of the membership, or a turnout of more than 2.5% in support, then the result shall be binding and may overrule previous decisions by the Executive Committee, Union Council, or the AGM. Should this turnout not be achieved then it shall not be binding but shall be an indicative vote for information to the Executive Committee and Union Council

## **18. Dismissal and Caution of Elected Officers**

- 18.1 Officers of CUSU shall be subject to these Articles, the Bye Laws and any other such bye laws, procedures, policies and regulations as considered appropriate by Executive Committee, Union Council or the Board of Trustees. Officers of CUSU may be dismissed by a motion of 'no confidence' being passed by two thirds majority at Union Council or UGM or Referendum.
- 18.2 Officers of CUSU may be cautioned through a motion of censure.
- 18.3 A motion of no confidence or censure may be given for the following:
- (a) Misuse and abuse of CUSU resources
  - (b) Failing to comply with the Terms and Conditions for Sabbatical Officers
  - (c) Failure to attempt to implement Union policy
  - (d) Bringing CUSU into disrepute both internally and externally to CUSU
  - (e) Any behaviour deemed inappropriate
- 18.4 Any elected officer incurring three votes of censure during one term of office shall result in a full motion of 'no confidence' being put to Union Council.
- 18.5 The resolution of no confidence shall allow the elected officer sufficient time to clear his/her office (i.e. one day) and receive four weeks pay in lieu of notice if appropriate.
- 18.6 In the event of any elected officer being dismissed, the post shall remain vacant until filled by an ensuing by-election in accordance with Bye Laws D.

## **19. Accounts**

- 19.1 The accounts shall be audited externally by a suitably qualified Auditor and submitted to the general membership at an Annual General Meeting (AGM) for approval. Copies shall be made available to the Board of Governors of Coventry University, and to the membership.
- 19.2 The financial affairs of CUSU shall be conducted in accordance with section 22 (2) of the Education Act 1994 (as amended), the Financial Regulations (Bye Laws H) and in accordance with Article 12 (Students'

Union Code of Practice) of the General Regulations of Coventry University.

## **20. Sports Clubs and Societies**

- 20.1 The Executive Committee shall approve sports clubs and societies which shall be known as 'recognised' by approval of a written constitution supported by not less than ten (10) ordinary members.
- 20.2 The membership of all sports clubs and societies shall be open to all ordinary and associate members of CUSU; there shall be at least three officers of each sports club and society who are elected from amongst the membership annually.
- 20.3 The Executive Committee may refuse or withdraw recognition of a sports club or society if it is considered that activities or purposes are not in accordance with CUSU purposes and policies.
- 20.4 The Vice President Student Activities may approve applications for recognition for a sports clubs and societies until ratification by a quorate Executive Committee.
- 20.5 Sports clubs and societies shall function within the regulations and procedures of CUSU, including the regulations for Sports Clubs and Societies and their Federations and the CUSU Financial Regulations (Bye Laws M and H respectively).

## **21. Winding Up and Liability of Members**

- 21.1 If any property remains after CUSU has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among the Members of CUSU. It shall instead be given or transferred to some other charitable institution or institutions having similar objects to those CUSU and which prohibits the distribution of its or their income and property among its or their members to an extent at least as great as these Articles impose upon CUSU. The institution or institutions which are to benefit shall be chosen by the Trustees of CUSU at or before the time of winding up or dissolution.
- 21.2 The liability of each Member is limited to £1, being the amount that each Member undertakes to contribute to the assets of CUSU in the event of its being wound up while he or she is a member or within one year after he or she ceases to be a member, for (a) payment of the CUSU's debts and liabilities contracted before he or she ceases to be a member, (b) payment of the costs, charges and expenses of winding up, (c) adjustment of the rights of the contributories among themselves.

## **22. Affiliations**

- 22.1 CUSU shall be affiliated to the National Union of Students. CUSU may also affiliate to any other organisation by resolution of Union Council or UGM, in accordance with CUSU's charitable status and financial regulations, subject to any overriding legislation
- 22.2 CUSU shall publish notice of any such decision stating:
- (a) the name of the organisation, and
  - (b) details of any subscription or similar fee paid or proposed to be made, to the organisation
- 22.3 The current list of affiliations shall be submitted for approval by members annually at the AGM.

## **23. Staffing**

- 23.1 The General Manager shall be empowered, through the Executive Committee, to employ staff, who shall be responsible to the CUSU Executive Committee through an established management structure
- 23.2 All matters related to the responsibilities, conditions of employment, performance or conduct of individual members of staff shall be the responsibility of the Personnel, Training and Development Committee (in closed session) and shall not be discussed in any other Committee or Union Council, with reference to Bye Laws I
- 23.3 The General Manager shall be responsible for resolving complaints against members of CUSU staff. Complaints against the General Manager shall be referred to the President who will immediately refer the complaint to the relevant senior manager of the University, as advised by the University
- 23.4 CUSU staff may speak if requested but shall not exercise a vote in any CUSU meeting
- 23.5 CUSU staff may provide advice on their areas of expertise, but shall not publicly express their personal views on policy decisions of CUSU

## **24. Amendments to the Articles**

- 24.1 All amendments to the Articles shall be recommended to the Board of Trustees by a two thirds majority of Union Council or a UGM or by a simple majority in a Referendum of all members in accordance with paragraph 13 above)
- 24.2 Amendments to the Articles shall be forwarded in the form of motions in accordance with the procedures outlined in paragraph 6 above and Bye Laws J
- 24.3 All amendments to the Articles shall be approved by the Board of Trustees in the first instance and then by the University's Board of

Governors in accordance with the Education Act 1994 (as amended) and the current Articles of Government of the University.

24.4 Proposed amendments shall: (i) remove specified words, (ii) insert specified words, (iii) amend wording

24.5 The Executive Committee shall have the right to re-number the Articles for the purposes of clarity. These changes will be forwarded to the Board of Trustees for approval.

## **25. Freedom of Speech**

25.1 CUSU acknowledges the obligations to uphold freedom of speech within Section 43 of the Education (No. 2) Act 1986. To comply with its statutory obligations, it has embodied the code of practice laid down by the Board of Governors as Bye Laws N.

## **26. Standing Orders for All CUSU Meetings**

26.1 General

(a) All Ordinary Members of CUSU may attend any Union Meeting unless specifically ordered from or excluded by the Chair of the meeting, and may participate in meetings subject to the provision of these Articles;

(b) Associate Members may attend and participate in CUSU Meetings (with the approval of the meeting) but cannot vote;

(c) Non-Members of CUSU may only attend CUSU Meetings with the agreement of the Chair and shall not speak unless invited to do so by the Chair

(d) Appropriate alterations to Standing Orders shall be made for disabled members by the Chair

26.2 Procedures and Organisation of CUSU Meetings

(a) There shall be Standing Order regulations for the Chair and debate, procedural motions, points of order and information, procedural motions and voting for all CUSU meetings as Bye Laws J.

## **27. Complaints and Appeals Procedure**

27.1 Members may use the complaints procedure outlined in Bye Laws G.

## **28. Disciplinary and Appeals Procedure**

28.1 All Members of CUSU shall be expected to abide by CUSU policy, and the Articles and its Appendices at all times

28.2 The Executive Committee may invoke these procedures as it sees fit, to ensure the good conduct of members on CUSU property or while representing CUSU and for Officers at all times

- 28.3 Members may appeal against the decision of the Disciplinary Committee
- 28.4 The procedures for both of these stages are outlined in Bye Laws F

## **29. Indemnity**

- 29.1 Every officer, appointee or member of staff of CUSU shall be entitled to be indemnified out of the assets of CUSU against all losses or liabilities which they may sustain in or about the proper execution of their office. No officer, appointee or member of staff of CUSU shall be liable for any loss or damage or misfortune which may happen to or be incurred by CUSU in the execution of their duties, provided that the liability is not the consequence of any negligent act on their part

## **30. Bye Laws, Terms of Reference, Regulations, Procedures and Schedules**

- 30.1 There shall be Bye Laws of the CUSU Articles which shall require the approval of Union Council and the Board of Trustees. These shall be as Bye Laws to the Articles, and not part of the Articles for the purposes of the Charities Act 2006:

- (a) Bye Laws A – Terms of Reference for Executive Committee Officers
- (b) Bye Laws B – Terms of Reference and Membership of Union Council
- (c) Bye Laws C – Terms of Reference and Membership of Executive Committee Sub Committees
- (d) Bye Laws D – The Election Regulations
- (e) Bye Laws E – Sabbatical Officers' Terms and Conditions of Service
- (f) Bye Laws F – Disciplinary Procedures for Members of CUSU
- (g) Bye Laws G – Procedure for Complaints against CUSU
- (h) Bye Laws H – Financial Regulations, Schedules and Bye Laws
- (i) Bye Laws N – Freedom of Speech
- (j) Bye Laws O – Terms of Reference and Membership of the Standards Committee

- 30.2 There shall be Bye Laws of CUSU which shall normally only require the approval of Executive Committee for approval and amendment. These shall be:

- (a) Bye Laws I – Staff Protocol
- (b) Bye Laws J – Organisation of CUSU Meetings
- (c) Bye Laws K – Terms of Reference and Membership of Standing Committees and other Committees
- (d) Bye Laws L – Terms of Reference and Membership of Other CUSU Committees

(e) Bye Laws M – Regulations for Sports and Societies

30.3 There shall be but not strictly limited to, other such bye laws, procedures, policies and regulations as considered appropriate by Executive Committee, Union Council or the Board of Trustees.

**31. Exclusion of Model Articles**

31.1 The relevant model articles in force from time to time in respect of a company limited by guarantee are hereby expressly excluded.

**TERMS OF REFERENCE FOR EXECUTIVE OFFICERS**

**The Terms of Reference stipulate the following:**

1. The general duties of all (a) the Vice Presidents, and (b) members of Executive
2. The specific duties of each Vice President and the Faculty/School Chairpersons
3. The specific duties of the Chair and Deputy Chair of Executive elected from amongst the Vice Presidents

**General Duties of the Vice Presidents**

- i. Act as a Trustee of the registered charity of CUSU and as a director of any company established by CUSU, as required by the Board of Trustees
- ii. Responsible for setting the strategic direction of CUSU and any company established by CUSU, as required by the Board of Trustees

**General Duties of the all Executive Members**

- i. Represent the interests of all members and CUSU to the University and other external bodies as appropriate and in accordance with CUSU policy
- ii. Chair, attend or observe at CUSU, University and external body meetings as required by the Articles of Association, Executive, Student Council or the Board of Trustees
- iii. Produce reports to Executive and its sub committees, Student Council and the Board of Trustees
- iv. Take lead responsibility for the strategic and business development of CUSU as required by CUSU policy

**Specific Duties of the Vice Presidents**

**Vice President Communications and Engagement**

- i. Develop CUSU policy regarding Communications and Engagement to actively encourage widening participation throughout the organisation
- ii. Strategically lead on all matters relating to communications and engagement of CUSU and any of its subsidiaries
- iii. Have full editorial control of all forms of communications for CUSU and ensure that the appropriate CUSU policies for such communications are applied
- iv. Promote amongst the membership and other stakeholders the activities, policies and services of CUSU

- v. Ensure that there is appropriate representation on CUSU, University and external body meetings for liberation and portfolio groups.
- vi. Allocate appropriate responsibility and provide support to members of Student Council where appropriate
- vii. Strategically lead the development of policy and the monitoring of engaging with all CUSU members, particularly minorities and hard to reach groups
- viii. Strategically lead on Communication and Engagement, working with and supporting appropriate Student Council members and oversee resource development for the area
- ix. Strategically lead on matters effecting the Environmental and Ethical impact of the organisation with the appropriate Student Council members
- x. Carry out all duties deemed appropriate by the Executive and Student Council

### **Vice President Democracy and Finance**

- i. Develop CUSU policy regarding Democracy and Finance to actively encourage widening participation throughout the organisation
- ii. Strategically lead on all matters relating to CUSU finances, ensuring that expenditure is in accordance with Union policy for the benefit of members, and ensure financial stability in strategic planning
- iii. Liaise with and develop appropriate relations with NUS and other local, regional and national organisations
- iv. Strategically lead on all issues of CUSU democracy, and ensure all members are able to exercise their democratic rights under the Articles of Association
- v. Strategically lead with appropriate Student Council members the organisation of social activities for all members
- vi. Ensure that the methods and publicity of elections within CUSU are conducted in accordance with the regulations and policies and that all members can participate in the election processes in liaison with the CUSU Returning Officer
- vii. Carry out all duties deemed appropriate by the Executive and Student Council

### **Vice President Representation**

- i. Develop CUSU policy regarding Representation to actively encourage widening participation throughout the organisation and shall be a member of the Academic Board
- ii. Strategically lead on all matters relating to representation, teaching, learning, quality assurance, NSS and student satisfaction within CUSU, the University and externally, in accordance with Union policy
- iii. To ensure representation of members on all academic issues within Faculties and Schools is maintained, supported and developed.
- iv. To ensure representation of members within Halls of Residence and other accommodation is maintained, supported and developed

- v. Strategically lead on all matters effecting members' safety and security working with the appropriate Student Council members and liaise with the University and other external bodies
- vi. Ensure the appropriate representation of academic issues of members within Faculties and Schools is maintained and supported
- vii. Strategically lead on all matters of representation, working with and supporting the Faculty Chairpersons, and appropriate Student Council members and oversee resource development for the area
- viii. Carry out all duties deemed appropriate by the Executive and Student Council

### **Vice President Student Activities**

- i. Develop CUSU policy regarding Sports & Societies and Volunteering & Employability to actively encourage widening participation throughout the organisation
- ii. Strategically lead on the personal development of all members involved in sports, societies and volunteering within CUSU
- iii. Strategically lead on the development, growth, innovation and sustainability of sports clubs and societies
- iv. Strategically lead on the duty of care to all members participating in sports clubs and societies and ensure that all their officials and other persons carry out appropriate measures to fulfil their duties
- v. Take decisions on strategy concerning Sports Clubs and Societies, their officers and funding
- vi. Strategically lead on campaigns, working with appropriate Student Council members and oversee resource development for the area
- vii. Strategically lead on the development and organisation of activities celebrating cultural diversity on campus
- viii. Strategically lead on the development and organisation of students' activities in raising and giving
- ix. Carry out all duties deemed appropriate by the Executive and Student Council

### **School and Faculty Chairpersons**

- i. Represent the students of the relevant School/Faculty, on all matters receive feedback and comments and report any matters to Academic Committee or Executive where relevant
- ii. Take lead responsibility for all appropriate representation on academic issues of members within their Faculty/School is maintained, supported and developed
- iii. Ensure appropriate liaison with the Vice President Representation for the representation of members' teaching, learning and quality issues within the Faculty/School
- iv. Take lead responsibility for all matters of teaching, learning, quality assurance, NSS and student satisfaction within the Faculty/School, in accordance with Union policy

- v. Take lead responsibility for all academic issues and representation within their school/faculty and promote amongst the School/Faculty elections for the posts of appropriate School/Faculty Representatives
- vi. Carry out all duties deemed appropriate by the Executive and Student Council

### **The Duties of the Chair and Deputy Chair of Executive**

The Executive shall elect from amongst the Vice Presidents a Chair and Deputy Chair at an extraordinary Executive comprising of incoming and outgoing Executive officers. This will be held as soon as possible after the confirmation of results for Executive officers. The voting will be in the order of:

- a) Chair of Executive
- b) Deputy Chair of Executive

Voting will be held by secret ballot under ATV (Alternative Transferable Vote) rules with the General Manager acting as RO. Candidates who apply for Chair of Executive but are unsuccessful will still be eligible to stand for Deputy Chair of Executive

### **The Chair of Executive:**

- i. Be responsible for the overall direction and co-ordination of the Executive and CUSU activities in line with CUSU policy
- ii. Allocate responsibilities to members of the Executive to ensure the implementation of CUSU policy, as determined by Student Council and the Board of Trustees
- iii. In the case of urgency, be empowered to take appropriate decisions on behalf of CUSU, after consultation with all available Executive members and such action reported to Executive for ratification
- iv. Chair Executive, the Board of Trustees and other CUSU meetings as required by the Articles of Association, Executive, Student Council and the Board of Trustees
- v. Represent CUSU on all matters in accordance with CUSU policy on Coventry University Committees and other meetings as specified in the University's terms of reference and shall be a member of the University's Board of Governors and Academic Board
- vi. Have overall Executive responsibility for ensuring the staff protocol is adhered to and the accountability of staff through the Chief Executive (General Manager) in all areas of services and activities of CUSU and its subsidiaries in compliance with the CUSU strategic plans and procedures

### **Deputy Chair of Executive**

The Deputy Chair shall assume the role and powers of the Chair in his/her absence, and shall be a member of the University's Board of Governors. In the event that the Vice President Representation is elected Chair, the Deputy Chair shall also be a member of Academic Board

## BYE LAWS B

### TERMS OF REFERENCE AND MEMBERSHIP OF STUDENT COUNCIL

1. The following Terms of Reference shall apply to ALL members of Student Council:
  - a) Shall play a full and active part in Student Council meetings by making reports; submitting motions and amendments; contributing to discussions; questioning and scrutinising the actions of Executive; and voting on motions which shall determine CUSU policies
  - b) Other duties determined by Student Council as appropriate to the title and role of the post on Student Council
  - c) Attend as members of Standing and other CUSU committees as ex officio, elected or instructed by Student Council
  - d) A Student Councillor who is absent without apologies from two entire Union meetings during their time of office (excluding meetings called with less than two weeks notice) will cease to be a Student Councillor
  - e) All Councillors shall follow the Student Council Code of Conduct below

#### **Student Council 'Code of Conduct'**

##### **The Chair**

- The Chair must be shown respect at all times
- Councillors must be silent when the Chair is speaking
- Councillors must abide by the process implemented by the Chair, including waiting for the Chair to signal to them before speaking

##### **Councillors' behaviour:**

- Councillors should be mindful of who they are representing
- Councillors must show mutual respect for each others' views
- Councillors should listen and attempt to empathise with each other
- Councillors must be patient by allowing others to finish speaking before speaking themselves
- Councillors should never boo, shout, jeer or patronise each other
- Councillors should treat each other as they wish to be treated
- Councillors should exercise restraint if they disagree with each other

**Student Council meetings should contain:**

- Factually accurate information
- Professional conduct (with particular regard to whispering, moving around the room whilst Council is in session and eating) to be regulated by the Chair
- Accessibility provisions to ensure that all Councillors can participate in all Council activities
- A positive regard for observers
- Accountability and credibility
- Debate between Councillors that serves the interests of the wider Council by seeking to inform the decision making process

**Student Council meetings should not contain:**

- Disrespect
- Personal discussion between Councillors
- Mobile phone calls
- Deliberate disruption of Council proceedings by Councillors, or observers
- Threats, blackmail or otherwise aggressive language
- Digression from the subject of the agenda item

*The Chair will warn Councillors who break this code of conduct. Those who continue to break it will be excluded from the meeting.*

**2. Chair of Student Council shall:**

- a) Prepare the agenda for and Chair all Student Council meetings, AGMs and UGMs in accordance with the schedule for the organisation of CUSU meetings
- b) Attend as observer at Executive meetings
- c) Not hold any other elected position on the Executive or as a Portfolio Officer on Student Council
- d) Ensure that all members, particularly non-Executive members, are able to participate fully in Council meetings
- e) Ensure that Student Council is informed by Executive members of CUSU business, the implementation of policy and that Student Council may question Executive members
- f) Report any breaches of the Constitution, regulations or policy by the Executive to Student Council and, where necessary, to the Board of Trustees

### 3. Elections

The Ordinary Membership of CUSU shall elect by secret ballot in accordance with the Election regulations, Bye Laws D:

#### **a) Executive**

Vice President Communications and Engagement

Vice President Democracy and Finance

Vice President Representation

Vice President Student Activities

An Executive Officer for each School and Faculty of the University to be known as Faculty Chair or School Chair

#### **b) Student Council** where secret ballot shall be in accordance with the CUSU Election Regulations:

##### **Position**

All Executive members

Campaigns Officer

Campus Officer

International Officer

NUS Officer

Social Experience Officer

BME Councillor

Disabled Students' Councillor

Environmental and Ethical Councillor

LGBT+ Councillor

Mature Students' Councillor

Part Time Students' Councillor

Postgraduate Students' Councillor

Students with Caring Responsibilities Councillor

Women's Councillor

5 Student Councillors

Faculty Councillors (20)

Halls Councillors (14)

Multi-Faith Councillors (2)

RAG Councillors (2)

Societies Councillors (4)

##### **Method of Election**

Ex Officio

secret ballot

secret ballot

secret ballot

secret ballot

secret ballot

secret ballot

secret ballot

secret ballot

secret ballot

secret ballot

secret ballot

secret ballot

secret ballot

secret ballot

secret ballot

Elected as Faculty members by Course Reps

Elected from Halls Reps for each Hall

Elected from and by the Multi-Faith Officials

Elected from amongst RAG Society

Elected by all Society Officials

Source Newspaper Councillor (1)

Elected by Source  
Newspaper  
contributors

Source Radio Councillor (1)

Elected by Source  
Radio members

Source TV Councillor (1)

Elected by Source TV  
members

Sports Clubs Councillors (4)

Elected by all Sports  
Club Officials

Student Volunteer Councillors (2)

Elected from  
amongst  
Volunteering and  
Employability  
volunteers



## BYE LAWS C

### TERMS OF REFERENCE AND MEMBERSHIP OF EXECUTIVE SUB COMMITTEES

All Executive Sub-Committees shall:

- a) meet on a monthly basis unless otherwise stated in the terms of reference below
- b) provide Minutes and reports to Executive for ratification
- c) have five working days notice to members of the meeting and the agenda within two working days
- d) request staff to advise the meeting as appropriate and required

#### A. Equality and Diversity

1) Its function shall be:

- i. To discuss and advise the Executive on all matters relating to CUSU employment
- ii. To receive reports from representatives on University Committees, Boards and Panels
- iii. To receive reports and make recommendations to Executive on all matters relating to equality and diversity
- iv. To monitor the services of CUSU relating to diversity and ethnicity of its membership
- v. To receive reports on the University relating to diversity and facilitate the liaison with University staff
- vi. Monitor the appropriateness of all CUSU communications in relation to equality and diversity
- vii. To support the development of diversity in all CUSU societies, services and activities
- viii. To review CUSU policies annually in relation to equality and diversity and monitor the implementations
- ix. To present written reports to the Executive
- x. To consider other matters that the Executive or Student Council may consider appropriate

2) Its members shall comprise:

Voting Members

Chair of Executive (Chair)

Method of Election

Ex-officio

Deputy Chair	Ex-officio
3 members of Executive	Determined By Executive
2 members of Student Council	Elected By Student Council

<u>Non Voting Members</u>	<u>Method of Election</u>
Members of CUSU staff with appropriate responsibilities	As determined by the General Manager
1 Member of the University Equality & Diversity Department	As determined by the University

## **B Finance and General Purposes Committee (F&GP)**

1) Its functions shall be:

- i. To advise and support elected officers on Finance matters
- ii. To be responsible for the financial affairs to the Executive and Student Council as necessary
- iii. To receive and recommend yearly and revised budgets and commentary
- iv. To recommend the external/internal auditors and act on their recommendations
- v. To review CUSU monthly management accounts, monitor financial trends and advise the President on appropriate action
- vi. To receive reports on CUSU expenditure in excess of agreed budgets
- vii. To have the power to temporarily freeze any budget or remove budget responsibility
- viii. To advise and make recommendations to Executive and Student Council on the above
- ix. To consider other matters that the Executive may consider appropriate

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
Vice President Democracy & Finance (Chair)	Ex-officio
Chair of Executive or Deputy Chair	Ex-officio
3 members of Executive	Determined By Executive
2 members of Student Council	Elected By Student Council

### Non Voting Members

Members of CUSU staff with appropriate responsibilities	As determined by the General Manager
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## **C Personnel, Training and Development Committee (PTD)**

- 1) Its function shall be:
  - 2) To discuss and advise the Executive on all matters relating to CUSU employment
  - 3) To recommend the appropriate CUSU staff structures, policies, systems, procedures and protocols
  - 4) To decide on the most appropriate training and staff development initiatives to support CUSU business aims and objectives
  - 5) To receive reports from the Investors in People Working Group, monitoring of employment practices and other best practice initiatives
  - 6) To advise and make recommendations to Executive on the above
  - 7) To consider other matters that the Executive may consider appropriate

- 2) Its members shall comprise:

### Voting Members

### Method of Election

Chair of Executive (Chair)

Ex-officio

Deputy Chair

Ex-officio

3 members of Executive

Elected by Executive

### Non Voting Members

Members of CUSU staff with appropriate responsibilities

As determined by the General Manager

## **D Strategy and Performance Committee**

- 1) Its function shall be:
  - i. To discuss and advise the Executive on the progress of the CUSU Strategic Plan and Key Performance Indicators (KPI's)
  - ii. To continually develop the CUSU Strategic Plan and KPI's
  - iii. To resolve any issues in delivering the CUSU Strategic Plan and KPI's
  - iv. To recommend the appropriate CUSU policies, systems, procedures and protocols to deliver the CUSU Strategic Plan and KPI's
  - v. To present written reports to the Executive
  - vi. To consider other matters that the Executive or Student Council may consider appropriate

- 2) Its members shall comprise:

### Voting Members

### Method of Election

Chair of Executive (Chair)

Ex-officio

Deputy Chair	Ex-officio
3 members of Executive	Determined By Executive
2 members of Student Council	Elected By Student Council

Non Voting Members

Members of CUSU staff with appropriate responsibilities	As determined by the General Manager
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**E The Trustees Appointments Panel**

- 1) Its function shall be:
  - i. To oversee the recruitment of appropriate external trustees to the CUSU Board of Trustees
  - ii. To obtain the agreement of the Executive and the Student Council to recommend candidates as external trustees to the CUSU Board of Trustees

2) The Sub Committee shall convene as required by the Board of Trustees, the Executive and the Student Council

3) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
Chair of Executive (Chair)	Ex-Officio
3 Internal Trustees of CUSU	Ex-Officio
1 External Trustee of CUSU	Determined by the Board of Trustees

Non-Voting Members

The General Manager, CUSU	Co-option
Other staff of CUSU, the University and other External organisations	As determined by the Board of Trustees

ELECTION REGULATIONS

**These regulations shall apply to all elections to the Executive and Student Council Officers**

1.

- a) The Returning Officer (RO) who shall not be an Ordinary Member of CUSU, shall be appointed annually by Student Council and approved by the Board of Trustees and shall not take effect until such approval has been provided in writing to CUSU by the Board of Trustees. The RO shall be fully conversant with the method of election outlined in the schedule to this Appendix
- b) The RO shall ensure the good conduct of the elections
- c) The RO shall be responsible for the annual elections and by-elections to the following positions:

**Executive:**

Vice President Communications and Engagement

Vice President Democracy and Finance

Vice President Representation

Vice President Student Activities

All Faculty and School Chairpersons

**Student Council:**

Campaigns Officer

Campus Officer

International Officer

NUS Officer

Social Experience Officer

BME (Black and Minority Ethnic) Councillor

Disabled Students' Councillor

Environmental and Ethical Councillor

LGBT+ (Lesbian, Gay, Bi-sexual, Trans and Plus) Councillor

Mature Students' Councillor

Part Time Students' Councillor

Postgraduate Students' Councillor

Students with Caring Responsibilities Councillor

Women's Councillor

5 Student Councillors

2. The term of office for Executive positions and Student Council Officers shall be from 1 July to 30 June unless the Student Council decides otherwise for specific reasons
3. Annual elections shall take place before the end of March for Executive and Student Council
4. Any Ordinary Members of CUSU shall be eligible to stand for election, propose a candidate and vote in any election for the above posts with the following restrictions:
  - a) Only members enrolled in the appropriate School/Faculty may stand as a candidate, propose, nominate and vote in elections for School or Faculty Chair, providing they are Ordinary Members of CUSU
  - b) No member shall hold sabbatical office for more than two years in total at the University
  - c) No current Council member may hold more than one seat at the same time
  - d) No member may stand for election having been previously disqualified on the grounds of attempting to disrupt an election or any other dishonest conduct (failure to attend hustings is not considered an attempt to disrupt an election)
  - e) For the following Student Council positions of International Officer, Postgraduate Students' Councillor, Mature Students' Councillor and Part Time Students' Councillor, only members who are respectively from outside the UK, on a postgraduate course, over the age of 21 at the start of the course or on a part time course may stand for election in these elections
  - f) For the Student Council positions of the BME; Disabled; LGBT+ or Women's Councillor, no member may stand for; vote or nominate a candidate for these positions unless they self define as Black and Minority Ethnic; Disabled; Lesbian, Gay, Bi-sexual, Trans and Plus; or Women respectively
5. The Vice President Democracy and Finance shall publicise details for all aspects of CUSU elections in accordance with the established procedures of CUSU
6. Official nomination forms clearly specifying the post for which the candidate is standing, signed by the candidate, proposer and seconder, and eight Ordinary Members of CUSU, shall be handed to the RO or nominee not later than the time and day appointed by the RO for the close of nominations. No nomination shall be accepted after that date which shall be fixed by the RO. Nominations shall remain open for at least five working days

- a) Official nomination forms for candidates for BME; Disabled; LGBT+ and Women's Councillor, need only to be signed by the candidate; proposer and seconder; and one Ordinary Member of CUSU
7. A list of candidates together with proposer and seconder shall be published immediately after the close of nominations and displayed, by the Vice President Democracy and Finance
  8. Where an election for more than one post is taking place simultaneously, a student may be nominated as a candidate for only one post
  9. The Vice President Democracy and Finance shall organise hustings for all positions and failure of a candidate to attend hustings without good reason shall cause the candidate to be disqualified from the election
  10. Elections may be conducted electronically in place of a paper based version as follows:
    - a) All students enrolled who are members of the Students' Union are eligible to vote by secret ballot for the annual elections and by-elections via the website
    - b) All positions contested at annual and by-elections shall be by electronic means unless there are material reasons why this is not possible
    - c) The method, times, dates and purpose of the election shall be appropriately publicised to the membership in advance of the election, and the Board of Trustees shall be notified in advance
    - d) Electronic voting shall be over three working days
    - e) All students shall be entitled to vote electronically for those positions they are entitled to by virtue of Election Regulations paragraph 4
    - f) The electronic version of the ballot paper and instructions on casting a vote shall replicate, subject to any non-material changes required by the technology, that of a paper-based ballot
  11. The Vice President Democracy and Finance shall publicise the location and arrangements of voting stations and ensure that every member is given the opportunity to exercise their voting rights
  12. Voting shall take place over a period of three consecutive days by secret ballot and sealed boxes shall be used. The locations and opening of voting stations shall be determined by CUSU policy, with approval of the Board of Trustees, to ensure the fullest opportunity for members to vote
  13. An elector shall be required to show his/her CUSU/NUS Card before he/she is issued with any ballot paper. An appropriate mark shall be made on the CUSU/NUS Card
  14. All ballot papers shall be numbered, and at the annual elections (or first election to any post) only, shall provide the option of 'Re-Open Nominations'
  15. The RO shall be responsible for the conduct of the vote and shall appoint Poll Clerks for each annual election and by-election. No Poll Clerk shall serve in the same election in which that person is a candidate, proposer, seconder, or one of the eight Ordinary Members supporting a nomination

16. The Alternative Transferable Vote System of voting shall be employed to determine the result of the election as defined by the Rules comprising in the Schedule to this Appendix
17. The 'Count' shall take place in accordance with the Rules outlined in the Schedule of this Appendix immediately after the closing of polling
18. Electors shall only be entitled to vote once for any one position in any election
19. If the elector accidentally spoils his/her paper, the elector may obtain another ballot paper from the Poll Clerk, providing the elector returns the 'spoilt' paper to the Poll Clerk
20. Votes shall be counted or the count supervised, by the RO who may appoint a sufficient number of tellers to assist in the count. No teller shall serve in the same election in which that person is a candidate, proposer, seconder or one of the eight Ordinary Members supporting a nomination. The Vice President Democracy and Finance and Vice President Communications and Engagement or his/her representative, the candidates and one person nominated by each of the candidates shall be entitled to be present. No other person shall be present without the express permission of the RO
21. The Vice President Democracy and Finance shall declare the results of all elections immediately they are known
22. The Vice President Democracy and Finance shall publish the result of all elections as soon as possible after the results have been declared
23. No announcement regarding the elections of the candidates may be made without the permission of the RO or his/her appointee
24. No candidate or other person shall make or cause to be made deliberate misrepresentation of other candidates either verbally or on any publication or by any other means
25. No candidates or any other person shall bribe, or attempt to bribe, any elector in any way whatsoever
26. Any attempt that may be made to disrupt an election will be considered a breach of order and accordingly brought before the Executive
27. Objections to the procedure, result or any other aspect of any CUSU elections must be made in writing to the RO or his/her nominee not later than two working days after the result(s) have been published, and objections raised after this time will not be considered. The RO may consider objections at any time during the election and need not necessarily wait until voting has been completed. Objections shall be published in writing by the RO. In the case of all objections the RO's ruling shall be final and binding
28. The RO shall maintain a record of all matters relating to a particular election, together with copies of the candidates' manifestos
29. Any contravention of these Rules may lead to the candidate(s) being disqualified from taking part in the elections for the particular office concerned
30. If an election is found to have been held in an improper fashion, the RO may declare the result invalid, and order a new election. Disqualifications

of a particular candidate shall not be grounds alone for declaring an election invalid. The RO may order a new election at any stage during the elections

31. Should any post fall vacant during the period 1 July to 30 June a by-election shall be held. The Vice President Democracy and Finance shall give immediate notice of the vacancy and the RO shall organise in conjunction with the Vice President Democracy and Finance the by-election in accordance with the regulations outlined in points 1-29 of this Appendix
32. The second round of Student Council by-elections in any academic year will run in accordance with points 33-38 of this Bye Law
33. The Vice President Democracy and Finance shall give immediate notice of the vacancy. The RO shall organise, in conjunction with the Vice President Democracy and Finance, the by-election nominations to be closed after ten working days of receiving the first nomination
34. Any Ordinary Members of CUSU shall be eligible to stand for election, propose a candidate and vote in any election for the above posts with the following restrictions:
  - a) No current Council member may hold more than one seat at the same time
  - b) No member may stand for election having been previously disqualified on the grounds of attempting to disrupt an election or any other dishonest conduct (failure to attend hustings is not considered an attempt to disrupt an election)
  - c) For the following Student Council positions of International Officer, Postgraduate Students' Councillor, Mature Councillor and Part Time Students' Councillor, only members who are respectively from outside the UK, on a postgraduate course, over the age of 21 at the start of the course or on a part time course may stand for election in these elections
  - d) For the Student Council positions of the BME; Disabled; LGBT+ or Women's Councillor, no member may stand for; vote or nominate a candidate for these positions unless they self define as Black and Minority Ethnic; Disabled; Lesbian, Gay, Bi-sexual, Trans and Plus; or Women respectively
35. Official nomination forms clearly specifying the post for which the candidate is standing, signed by the candidate, proposer and seconder, and eight Ordinary Members of CUSU, shall be handed to the RO or nominee not later than the time and day appointed by the RO for the close of nominations. No nomination shall be accepted after that date which shall be fixed by the RO. Nominations shall remain open for at least five working days
  - i. Official nomination forms for candidates for BME; Disabled; LGBT+ and Women's Councillor, need only to be signed by the candidate; proposer and seconder; and one Ordinary Member of CUSU

36. A list of candidates together with proposer and seconder shall be published immediately after the close of nominations and displayed, by the Vice President Democracy and Finance
37. Where an election for more than one post is taking place simultaneously, a student may be nominated as a candidate for only one post
38. The voting will take place in accordance with the regulations outlined in points 10-29 of this Bye Laws

### **Schedule for the Ballot Paper and the Count of Votes**

1. An elector in giving his/her vote:
  - a) Must place on his/her voting paper the figure 1 opposite the name of the candidate or 'Re-Open Nominations' (RON) of his/her first preference
  - b) May in addition place on his/her voting paper the figure 2 or the figure 2 and 3, or 2,3 and 4 and so on, opposite the names of other candidates, or RON, in order of his/her preference
  - c) Or may place on his/her voting paper a cross or tick opposite the name of the candidate, or RON, of his/her choice for a non-transferable vote
2. A voting paper shall be invalid and not counted:
  - a) On which the figure 1 standing alone indicating a first preference for some one candidate, or RON, is not placed: or
  - b) On which the figure 1 standing alone indicating a first preference is set opposite the name of more than one candidate, or RON: or
  - c) On which the figure 1 standing alone indicating a first preference and some other number is set opposite the name of the same candidate; or RON, or
  - d) Which is unmarked or void for uncertainty
3. The RO Shall:
  - a) After rejecting any voting papers that are invalid, cause the valid voting papers to be arranged in parcels, according to the preference recorded for each candidate and RON
  - b) For the purpose of facilitating the processes prescribed by these Rules each valid voting paper shall be deemed to be of equal value
  - c) Count the number of papers in each parcel and in accordance with section b) of this rule, credit each candidate with value of the valid papers on which a first preference has been recorded for such candidates
4. The RO shall then add together the value in all the parcels and divide the full total value by a number exceeding by one the number of vacancies to be filled. The result increased by one, any fractional remainder being disregarded, shall be the number sufficient to secure the return of the candidate. The number is herein called the 'quota'

5. If at the end of any count the value credited to a candidate is equal to or greater than the quota, that candidate shall be deemed to be elected
6. If at the end of any count no candidate has achieved a vote equal to the quota and one or more vacancies remain unfilled the RO shall exclude the candidate credited with the lowest value and shall transfer his/her papers to the continuing candidates as indicated on the voting papers in the parcel or sub-parcels of the excluded candidate as the voter's next available preference, and shall credit the continuing candidates with the value of the papers transferred. The parcel containing original votes shall first be transferred, the transfer value of each paper being equal
7. In the transfer of each parcel or sub-parcel a separate sub-parcel shall be made of the non-transferable papers, which shall be set aside at the value at which the excluded candidate obtained them
8. If, when a candidate has to be excluded under this Rule, two or more candidates are each credited with the same value and are lowest, regard shall be had to the total value credited to those candidates at the latest count at which they had unequal values, and the candidate with the smallest value at the count shall be excluded. If two or more candidates are lowest and are each credited with the same values at all counts, the RO shall arrange the papers of such candidates according to the next available preferences recorded thereon for continuing candidates, including the candidates in question, and shall exclude the lowest candidate for whom the total value of the next available preferences recorded for two or more of the candidates in question are equal and smallest, the RO shall determine by lot as between the candidates last mentioned which candidate shall be excluded
9. Whenever any transfer is made under any of the preceding rules, each sub-parcel of papers transferred shall be placed on top of the parcel or sub-parcel, if any papers of the candidate to whom the transfer is made, and the candidate shall be credited with a value ascertained in pursuance of these Rules
10. The RO shall record the total of the values credited to each candidate at the end of every count. Such record shall include:
  - a) the value of the non-transferable papers, not effective and
  - b) the loss of value owing to the disregard of fractions
11. In these rules:
  - a) The expression 'continuing candidate' means any candidate not deemed to be elected and not excluded
  - b) The expression 'second preference' means the figure '2' standing alone in succession to figure '1' and the expression 'third preference' means the figure '3' standing alone in succession to the figure '1', '2' set opposite the name of any candidate and so on
  - c) The expression 'next available preference' means a second or subsequent preference recorded in consecutive numerical order for a continuing candidate

- d) The expression 'transferable paper' means a voting paper on which following a first preference, a second or subsequent preference is recorded in consecutive numerical order for a continuing candidate
  - e) The expression 'non-transferable paper' means a voting paper on which no second or subsequent preferences is recorded for a continuing candidate provided that a paper shall be deemed to have become non-transferable paper whenever:
    - i. the name of two or more candidates (whether continuing or not) are marked with the same number and are next in order of preference, or:
    - ii. the name of the candidate next in order of preference (whether continuing or not) is marked:
      - by a number not following consecutively after some other number on the voting paper: or
      - by two or more numbers: or
    - iii. it is void for uncertainty
12. The expression 'original vote' in regard to any candidate means a vote derived from a voting paper on which a first preference is recorded for that candidate
13. The expression 'transferred vote' in regard to any candidate means a vote derived from a voting paper on which a second or subsequent preference is recorded for that candidate
14. The expression 'surplus' means the number by which the total value of the votes, original and transferred, credited to any candidate exceeds the quota
15. The expression 'count' means:
- a) All operations involved in the counting of the first preferences recorded for candidates, or
  - b) All the operations involved in the transfer of the surplus of an elected candidate, or
  - c) All the operations involved in the transfer of the votes of an excluded candidate
16. The expression 'deemed to be elected' means deemed to be elected for the purpose of counting, but without prejudice to the declaration of the result of the elections
17. The expression 'determine by lot' means determine in accordance with the following: The names of candidates concerned having been written on similar slips of paper, and the slips having been folded so as to prevent identification, and mixed and drawn at random the candidate or candidates shall, in cases of exclusion, be excluded in the order in which their names are drawn and, in cases of surpluses shall be transferred in the order in which the names are drawn
18. The expression 're-open nominations' means a preference on all ballot papers for elections where there is one or more candidates nominated for a post and that preference shall have equal value as a transferable vote in accordance with the regulations and procedures in this Schedule

## **Election Regulations for Student Councillors from Halls, Faculties/Schools, RAG, Volunteering, Sports and Societies, Multi-Faith, Radio, Newspaper, TV and Commercial Services**

1. The **Hall Reps** shall elect 14 Councillors, the elections shall be conducted in a fair manner agreeable to all Halls Reps. Each Candidate shall be given time to address the Halls Reps. The returning officer shall be the Vice President Representation or his/her appointee
2. Each **Faculty or School** shall elect five Faculty Councillors, elected by the Course Representatives of that Faculty; the elections shall be conducted in a fair manner agreeable to all Course Reps. Each Candidate shall be given time to address the Course Reps. The returning officer shall be the relevant Faculty/School Chair or his/her nominee.
3. **Sports and Societies** Officials shall elect four Sports Councillors, and four Societies Councillors, elected by executive of each recognised sports club or society. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be given time to address the Officials. The returning officer shall be the Vice President Student Activities
4. The Student **Volunteers** shall elect two Student Volunteer Councillors. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be allowed to display an election poster containing their manifesto in the Volunteering and Employability office
5. The **RAG** Group shall elect two RAG Councillors from amongst their membership, at their first meeting of each academic year. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be given time to address the members of the Society. The returning officer shall be the Vice President Student Activities
6. Source **Radio** members shall elect one Councillor from amongst their membership, at their first meeting of each academic year. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be given time to address the members. The returning officer shall be the Vice President Communications and Engagement
7. The Contributors to The Source **newspaper** shall elect from amongst themselves one Source Newspaper Councillor at their first meeting. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be given time to address the contributors. The returning officer shall be the Vice President Communications and Engagement
8. The **Multi-Faith** Officials shall elect from amongst themselves two members to Student Council who shall represent the views of all Multi-Faith members. The election shall be conducted in a fair manner agreeable to all present
9. The members of **Source TV** shall elect from amongst members one Source TV Councillor at the first meeting of the academic year. The elections shall be conducted in a fair manner agreeable to all present. Each Candidate shall be given time to address the members. The returning officer shall be the Vice President Communications and Engagement

10. Commercial Services Committee shall elect one **Commercial Services** Councillor from the membership at the first meeting of the academic year. The election shall be conducted in a fair manner agreeable to all present. The returning officer shall be the Chair of Commercial Services Committee
11. The resolution of any complaints or anomalies shall be the prerogative of the relevant returning officer, if candidates are not satisfied with this result they may appeal to the returning officer for CUSU's Executive elections returning officer

### **Election Regulations for Chair of Student Council**

1. The Chair of Student Council shall be elected from amongst and by the membership of Student Council within the last term of the previous academic year. Executive members elect and portfolio officers elect of Student Council shall not be eligible to stand for election as Chair of Student Council
2. The President shall act as the Returning Officer and shall also Chair the meeting until a Chair of Council is elected
3. Candidates must simply inform the President of their intention to stand at the meeting
4. Candidates are not permitted to print publicity and campaigning shall be limited to hustings. Each candidate shall make a two minute speech and then take questions from the floor. Questions may be directed to specific candidates but every candidate shall have the right to comment on each question
5. A vote shall then be held, which shall be by a show of voting cards, unless a candidate objects to this, in which case the vote will be held by secret ballot. Only Council members shall be permitted to vote
6. The count shall be by the Alternative Transferable Vote according to the schedule in this Appendix

## BYE LAWS E

### SABBATICAL OFFICERS' TERMS AND CONDITIONS OF SERVICE

#### 1. Term of Office

The term of office commences on 1 July and terminates on 30 June. A training period of two weeks shall normally be served by the Sabbatical Officer immediately prior to the commencement of his/her term of office. A Sabbatical Officer who begins his/her term of office later than 1 July will serve from the day of his/her election declaration until 30 June that academic year

#### 2. Remuneration

Remuneration will be the equivalent of point 10 of the Coventry University pay spine and will be paid in equal monthly instalments

A Sabbatical Officer who begins the term of office later than 1 July will receive a pro rata payment based on the above rate of pay

Both Tax and National Insurance Contributions will be deducted at source

#### 3. Hours of Attendance

The Sabbatical Officer shall attend for the number of hours to meet the needs of the organisation (normally a **minimum** of 37½ hours per week). The Sabbatical Officer may be required to attend on Saturdays and Sundays and will be expected to be on campus during every working day when not claiming agreed holiday or away on CUSU business. Sabbatical Officers will also be required to attend frequent meetings outside office hours in the normal course of their duties, or when instructed to do so by Executive, or in an emergency

In agreement with the Chair of Executive, time off in lieu may be agreed only if permission was granted in advance of the extra hours attendance. No 'overtime' or any additional remuneration will be made

#### 4. Use of Union Resources

All CUSU resources must be used only for official CUSU business and not personal use and includes CUSU vehicles, telephones, stationery, photocopying, printing and funds

Any officer found guilty of abusing these resources is liable to face Dismissal and Caution of Officers procedures in accordance with section 14 of the Constitution

## **5. Annual Leave**

The Sabbatical Officer shall be entitled to 26 days (pro-rata) leave to be taken at the discretion of the Chair of Executive and to leave on all public holidays and general staff holidays. In the case of not completing a full 12 months office, the amount of leave shall be calculated on a pro-rata basis. Leave without reward and compassionate leave can be granted at the discretion of the Executive

There shall be times when leave shall not be taken except with prior permission of the Chair of Executive. These times are:

Two weeks prior to the start and the first two weeks the academic year

The week of and the week prior to the AGM

The week of and the week prior to the Elections

The incoming Sabbaticals Officers training period

## **6. Sickness Reporting and Documentation**

Procedures for sickness reporting shall be in accordance with those for staff of CUSU

## **7. Termination and Dismissal from Office**

The Sabbatical Officer may terminate his/her period of office by giving one working week's notice in writing to the Chair of Executive, and shall be announced at Student Council for information, and at the first Executive meeting after receipt of such a request

The Sabbatical Officer may be cautioned by a vote of censure or dismissed by a vote no confidence by a two thirds majority of a quorate Student Council as outlined in Section 18 of the CUSU Constitution

## **8. Grievance and Disciplinary Procedures**

A complaint against a Sabbatical Officer shall be discussed informally with the General Manager in the first instance. If the complaint cannot be resolved informally then it shall be investigated by the Standards and Disciplinary Committee. Please refer to Bye Laws O – Terms of Reference and Membership of the Standards Committee

**DISCIPLINARY PROCEDURES FOR MEMBERS OF CUSU**

**1. Introduction**

The Executive of CUSU is responsible to its members for disciplinary action against members who breach policy, procedures, rules and regulations of CUSU or who may otherwise bring CUSU into disrepute. Therefore, the following procedures may be invoked when required to investigate allegations of misconduct by members and to determine any sanctions.

**2. The Principles of the Procedures**

The Disciplinary procedures shall follow the principles of natural justice: a member shall be considered innocent until proven otherwise; shall have the right to representation, call witnesses, cross examine and submit evidence. There shall also be the right of appeal.

**3. How the Procedure shall be Used**

1. These procedures may be started by a complaint about a members' behaviour, by any ordinary or associate member of the Union
2. The General Manager (or nominee), who shall act as Secretary to the Standards and Disciplinary Panel, shall inform the member in writing that there shall be a disciplinary hearing normally 5 working days from the notification which the member shall be required to attend, stating the allegation(s), the date/time of the hearing and the right to representation and who shall hear the case, and provide the evidence collected in the investigation to the member at the same time.
3. This shall take place only after an investigation has been conducted by the General Manager (or nominee) and there is a legitimate case against the member.
4. In circumstances where the General Manager (or nominee) considers the behaviour of a member to be a danger to him/herself, others and the reputation of CUSU then the immediate exclusion from specified premises or services or rights shall be carried out without prejudice to a disciplinary hearing.
5. A Standards and Disciplinary Panel shall be convened for the stated date, time and venue. The Panel shall consist of four members of Student Council and shall be Chaired by the Student Council Chair. If no Student Council Chair has been elected, the Panel shall be Chaired

by a Student Council member of the Panel, elected by the group and who shall have the casting vote

6. A Secretary to the Panel shall attend to record the proceedings and act as advisor to the Panel but shall not have a vote.
7. The case against the member shall be made by the investigating General Manager (or nominee).
8. The hearing shall be confidential.

#### **4. The Procedure for the Hearing**

1. The Chair of the Panel shall open the hearing stating the allegation(s) and the member shall be invited to make a statement at this point.
2. The presenting staff member shall state the case against the member, question the member, submit evidence and call witnesses as required.
3. The member (or representative) shall have the right to question the presenting staff member, the evidence submitted and the witnesses.
4. The member (or representative) shall then put the defence to the panel, call witnesses and submit evidence as required by the defence.
5. The presenting staff shall have the right then to question the evidence and the witnesses in defence.
6. The Panel may ask questions at any time of the member, the presenting staff, the witnesses and the evidence in order to clarify and may ask for further evidence or witnesses if required to assist in deciding the facts.
7. The presenting staff member shall then sum up and introducing no fresh evidence or argument. The defending member (or representative) shall then sum up introducing no fresh evidence or argument.
8. Either side may request an adjournment to the hearing which shall be granted by the Panel if it is thought helpful to the proceedings.
9. The member (and representative) and presenting staff shall withdraw and the Panel shall decide if the allegation is proven and if any sanction shall be determined.
10. The member (and representative) and presenting staff shall return to hear the decision of the Panel which shall be given by the Chair. The decision shall be confirmed in writing by the Chair of the Panel as soon as possible.

## **5. Sanctions**

The panel shall decide on the sanctions to be taken in cases where the allegations are proven and depending on the severity of the allegation, previous conduct of the member and other matters it considers relevant.

The sanctions are:

To withdraw membership for a stated period;

To refer the matter to the University for disciplinary action;

To withdraw access to specified services and/or premises;

Removal from Sports and Societies positions or to recommend the removal from official positions within CUSU;

To withdraw membership until stated actions are carried out by the member (e.g. a written apology, or 'community service' for CUSU).

To send the member a final written warning on their conduct

## **6. The Right of Appeal**

1. A member has the right to appeal on: the severity of the sanction; fresh evidence is submitted; or procedures were not carried out correctly.
2. The member shall submit an appeal in writing to the Chair of Executive (or nominee) within 5 working days of receiving the Panel's written decision.
3. The Chair of Executive (or nominee) shall determine if there are grounds for an appeal and shall inform the appellant accordingly.
4. An appeal granted shall be heard by the Appeal Panel which shall consist of three Trustees, and the Chair determined by the Panel and who were not involved in the case previously.
5. The appellant (or representative) shall present the case for appeal, fresh evidence, witnesses, etc. Then the case against the appeal shall be made by the Chair of the Standards and Disciplinary Panel.
6. A record of the hearing shall be made by a CUSU staff member present acting as Secretary to the Appeals Panel.
7. The procedure shall allow for questioning of evidence and witnesses by the Chair of the Standards and Disciplinary Panel and the Appeals Panel members may ask questions for clarification.
8. The appellant (and representative) shall withdraw whilst the Appeals panel considers its decision.
9. The Panel Chair shall inform the appellant of the Panel's decision which shall be confirmed in writing. This decision is final.

10. The sanctions against the appellant shall remain in place until a successful Appeals Hearing.

### **7. Records of Hearings**

A confidential record of all hearings shall be maintained except where the allegation(s) is not proven or the Appeal Panel overturns the Standards and Disciplinary Hearing's decision and then all records of the case shall be destroyed.

## BYE LAWS G

### PROCEDURE FOR COMPLAINTS AGAINST CUSU

#### 1. Introduction

This procedure is for complaints against CUSU by its members, the University, external agencies and members of the public. Complaints may be made against elected officers (excluding Sabbaticals) and representatives of CUSU, staff of CUSU, the services or any other aspect of CUSU. (There is a separate procedure for complaints concerning the CUSU Elections.)

#### 2. How to make a complaint

CUSU strives to resolve complaints as quickly as possible and in the first instance complainants are encouraged to discuss their complaint informally with either a sabbatical officer and/or a senior manager of CUSU. If they do not wish to do so or still wish to make a formal complaint after informal discussions then it should be put in writing to the General Manager (or nominee).

The General Manager (or nominee) shall convene a formal meeting of a Complaints Panel to which the complainant shall be invited to put their complaint. This meeting shall be normally within 5 working days of receiving the written complaint.

#### 3. Complaints Panel and Hearing

The Complaints Panel shall consist of a Sabbatical Officer nominated by the Chair of Executive and who shall have no connection with the service, officer or any other aspect of the complaint and a Senior Manager who shall likewise have no connection with the complaint.

The Complaints Panel shall be supported by a minute taker and a nominee of the General Manager

The purpose of the Complaints Panel is to investigate the complaint and find if the complaint is substantiated and to instruct that appropriate action is carried out to remedy the complaint where possible.

The Complainant may be accompanied by his/her representative and can submit evidence, call witnesses and cross examine them.

The Panel shall ask the complainant questions, question witnesses and request any further information or witnesses it considers appropriate to investigate the complaint.

A written record of the Hearing shall be maintained and a copy given to the complainant.

A written response to the complaint shall be sent to the complainant within 10 working days of the hearing.

#### **4. Complaints Hearing – Stage 2**

If the complainant is dissatisfied with the result of the first Complaints Panel Hearing then he/she may submit a complaint within 10 working days of the written response to the Panel's decision to the Stage 2 Complaints Panel which shall consist of the Chair of Executive and the General Manager.

The Stage 2 Panel shall be supported by a minute taker.

The same procedure shall apply to the Stage 2 hearing of the right to representation, calling of witnesses but also the written record of the first hearing shall be submitted.

The hearing shall normally be held within 5 working days of receipt of the written request for a Stage 2 Hearing.

The written response of the Stage 2 Panel shall be sent within 10 working days of the hearing.

#### **5. Complaints to the Board of Trustees – Stage 3**

If the complainant is not satisfied with the outcome of the Complaints hearings (both stages) then the complainant has the right to submit a formal complaint to the CUSU Board of Trustees which should be carried out within 10 working days of the receipt of the written response to the Stage 2 Complaints Panel outcome.

The Board of Trustees shall determine a Trustees' Complaints Panel which shall not include any trustee who has previously heard the case or had any connection with the case. The Trustees Complaints Panel shall allow the complainant to appear with his/her representative and shall call witnesses and consider the record of the previous Stage 1 and Stage 2 records.

The Trustees' Complaints Panel shall be supported by a minute taker.

The written response shall be sent within 10 working days of the hearing.

The decision of the Trustees' Complaints Panel shall be final.

## BYE LAWS H

### FINANCIAL REGULATIONS, SCHEDULES AND BYE LAWS

#### 1. Introduction

- a) The following provides a general introduction to the financial structure and principles of CUSU. The set of principles below apply to all the operations of CUSU and constitute the Financial Regulations.
- b) CUSU as a company limited by guarantee and a registered charity shall comply with the Education Act (1996), The Companies Act (2006) and the Charities Act (2006). The Board of Trustees shall have responsibility for the overall financial and legal compliance of CUSU.
- c) Amendments to these financial regulations shall require the approval of the Board of Trustees and following recommendations of Student Council and/or the Finance and General Purposes Committee.
- d) All members and staff of CUSU shall abide by these financial regulations.
- e) The operational responsibilities for finance rest with the Executive and its sub committee, the Finance and General Purposes Committee (F&GP), which make recommendations to the Student Council and the Board of Trustees.
- f) F&GP is responsible for a draft budget for the forthcoming year which is submitted to Student Council for approval; the Student Council shall submit the proposed budget to the CUSU Board of Trustees which is then forwarded to the University's Board of Governors.
- g) F&GP shall have the power to approve changes to the budget that result in up to a £3,000 worsening of the agreed annual budget, above which it shall require the approval of Student Council.
- h) There shall be appropriate external auditors appointed by the Board of Trustees on the recommendations of F&GP, which shall produce accounts for CUSU.
- i) The audited accounts shall be signed by the Chair of Executive and the General Manager of CUSU and submitted to the Board of Trustees and then to the Annual General Meeting (AGM) for approval.

- j) On approval by the AGM (or subsequent Union General Meeting) of the audited accounts they shall be submitted to the University's Board of Governors for information.
- k) Those staff and officers with responsibilities for budgets and expenditure shall be accountable to CUSU via regular reporting to F&GP and by strict observance of the financial regulations so as to maintain good financial practices.
- l) The following refers to a *Finance Guidelines Manual* which details all actual procedures. Copies of the Manual are available from CUSU on request.

## **2. General**

- a) CUSU's financial year shall commence on 1st August and end on 31st July in the following year.
- b) The Board of Trustees will receive for approval by 30 April each year the Annual Budgetary estimates for CUSU from the Student Council following recommendations from the Finance and General Purposes Committee (F&GP). These shall include along with the current year budget, estimates for the forthcoming year and financial forecasts for the following three years. The Chair of Executive and General Manager shall then submit these to the University Board of Governors for information.
- c) CUSU's annual audited accounts shall be presented to the AGM following approval from the Board of Trustees and also to the autumn sitting of the University Board of Governors.
- d) F&GP is responsible for ensuring the Union complies with all relevant laws and appropriate regulations. That by the receipt of reports through monthly F&GP Committees CUSU has a formal system of Financial Accountability.
- e) F&GP shall make decisions that are based on operational needs within the framework of the Finance Guidelines Manual.
- f) F&GP shall ensure that CUSU will not incur expenditure or enter into contracts that are inconsistent with charity law and relevant legislation.

## **3. Accounts**

CUSU shall keep accounts and accounting records in accordance with normal professional accounting standards

- a) Plan and conduct its financial affairs so as to ensure Financial Stability.
- b) Secure an external audit service from an eligible provider of appropriate experience
- c) Participate in the internal audit service secured by the University,
- d) Inform the University of CUSU borrowing any money in excess of £25,000 for a period in excess of 12 months.
- e) F&GP shall, on behalf of Executive, be responsible to CUSU Board of Trustees for the keeping of accounts and shall exercise monitoring of all CUSU finances

#### **4. Audit**

External Auditors shall be recommended for Appointment by the Board of Trustees and in compliance with legislation. The internal Auditor is appointed by the University and CUSU shall fully participate.

#### **5. Budget Holders**

- a) Budget holders are responsible for ensuring all expenditure should be in line with approved budgets.
- b) Additional Expenditure to the approved budget must be sanctioned by F&GP in accordance with Financial Guidelines.

#### **6. Capital and Depreciation of Assets**

- a) Assets are defined as a purchase that has a useful life of longer than one year and the cost is in line with the capitalisation threshold. This threshold will be determined by F&GP in line with Financial Guidelines. Capital expenditure must follow financial procedures as stated in the Finance Guidelines Manual.
- b) Equipment assets are subject to straight line (i.e. spread equally over the period) depreciation as follows:
  - Building plant and equipment – 10-15 years
  - General Equipment, furniture and fittings – 5 years
  - Vehicles, apart from Motor Coaches – 3 years
  - Computers and software – 3 years

#### **7. Contracts**

- a) No contract or financial agreement (e.g. leasing contract) may be entered into without specific authorisation given by F&GP

- b) All CUSU contracts shall be signed by the Chair of Executive and the General Manager, in line with company law. The General Manager and appropriate Sabbatical Officer shall sign all contracts made in the name of CUSU organised by a Committee, Society or Sports Club of CUSU (e.g. sponsorship of a sports club or society).
- c) Contracts for recurrent expenditure (e.g. electricity or maintenance of equipment) shall be made by the General Manager or their nominee following authorisation by F&GP.
- d) Contracts for employment of staff shall be signed by the Chair of Executive or nominee
- e) All contracts for capital works or equipment which entail a recurrent expenditure shall be submitted to F&GP for its approval
- f) All contracts involving initial expenditure in excess of an amount in accordance with the Finance Guidelines Manual shall normally be submitted for tender. At least three quotes shall be submitted to the Finance and General Purposes Committee for a final decision

## **8. Disposal of CUSU Assets**

Disposal of Assets will be in accordance with the Financial Guidelines Manual.

## **9. Expenses and Allowances**

Applicable to CUSU External Trustees, Executive Officers, Officials, Employees, members of CUSU on official business in the course of their duty as sanctioned by Student Council or Executive. All claims shall be in line with Financial guidelines

## **10. Gifts, Benefactions and Donations**

The General Manager is responsible for maintaining records in respect of gifts, benefactions and donations made to CUSU and initiating claims for the recovery of tax where appropriate.

## **11. Insurance**

CUSU shall maintain appropriate insurance cover, to include employers' liability, public liability, interruption of business, fire/theft, and libel, as well as others which are considered prudent to safeguard CUSU's assets and reputation.

## **12. Investments**

Board of Trustees may make or vary investment of the funds of CUSU as outlined by CUSU policy and shall inform Student Council of such based on the recommendations of F&GP and Student Council.

## **13. Levels of Expenditure**

Spend should be in line with budgetary allocations and in line with authorisation levels as stated in the Financial guidelines manual.

## **14. Ordering of Goods and Services**

- a) Goods and Services may only be ordered in accordance with CUSU Financial procedures as stated in the Financial Guidelines manual
- b) Any member of CUSU (including elected officers, and employees of CUSU) or persons who purport to order goods and services on behalf of CUSU in a manner not in accordance with the financial procedures shall render themselves personally liable for the cost of the goods or service.

## **15. Risk Management**

The Board of Trustees shall receive and review a risk register no less than every six months, this shall incorporate risks both financial and professional to CUSU and has been recommended by F&GP.

## **16. Security**

- a) Employees and Officers and Budget Holders are responsible for maintaining proper security at all times for all buildings, stock, stores, furniture, cash etc under their control in line with financial guidelines.
- b) Data protection laws must be abided by all employees and officers at all times and applied to electronic and paper based information.

## **17. Stocks and Stores**

- a) Stocks and Stores shall be ordered and stored in line with Financial guidelines.
- b) Any surpluses or deficiencies revealed by stocktaking shall be reported to F&GP and appropriate action taken where necessary.

## **18. Use of CUSU Assets and Equipment**

The use of all CUSU Assets and Equipment shall be for official use only. Any personal and private use shall only be allowed in accordance with Financial guidelines

## **BYE LAWS I**

### **STAFF PROTOCOL**

Coventry University Students' Union employs staff and agrees the terms and conditions of employment. Staff provide advice and managerial expertise and are an important and valued resource. Executive members alone are accountable for the work of the Union and members should not discuss staff or staff related matters at Union meetings.

#### **Role of the Executive and Individual Officers**

The Executive will not discuss individual staff members. Executive Officers of the Union will not directly manage the work of individual staff members. In the event that an elected officer wishes to change the priorities of a staff member they will see the General Manager in the first instance. This is not meant to prevent dialogue between officers and staff but it is essential that each staff member has one manager from whom they take direction

In the event that an officer has a complaint concerning the behaviour of a member of staff they must not deal with it directly, but should report it to the Chair of Executive who will report it to the General Manager. The General Manager will investigate the issue and will decide whether or not to take the matter further. An appeal against this decision may be made to the Board of Trustees.

Elected Officers have a responsibility to ensure that under no circumstances will individual staff members be discussed other than at a meeting of the Personnel, Training and Development (PTD) Committee. Staffing issues should be treated with strict confidentiality at all times and should never be the subject of Union publicity.

#### **Role of Staff**

Staff will not be involved in the democracy of the Union. Staff will attend meetings as directed by the General Manager, but will act in an advisory capacity to the committee members. Staff will not have the right to cast a vote under any circumstances. Staff should not contradict decisions made by elected officers or Union policy. Staff should not communicate with any media concerning the Union, with the exception of designated staff who may contact the media on agreed issues with the express permission of the Chair of Executive.

A staff member with a complaint against or a comment on the behaviour of an elected officer must not deal with it directly but should report it to the General Manager who will report it to the Chair of Executive. The Chair of Executive will investigate the issue and will decide whether or not to take the matter further. An appeal against this decision may be made to the Board of Trustees.

In the event that an individual member of staff or a group of staff have an issue with their employment, they should pursue it through the line management structure to the General Manager, who will in turn take whatever actions are necessary and prudent, within the terms and conditions appertaining to those staff. Staff may consult with their Trades Union representatives at any time.

Staff involved in the day to day running of the Union may apply for associate membership and become members of societies or sports clubs.

The General Manager has the contracted authority to be responsible for all staffing matters. All members of the Staff and the Executive are required to respect this.

## BYE LAWS J

### THE ORGANISATION OF CUSU MEETINGS

The following shall be the Standing Orders for chair, debate and procedures that shall apply to all Union Meetings

#### **a) General**

- i) All Ordinary Members of CUSU may attend any Union Meeting unless specifically ordered from or excluded by the Chair of the meeting, and may participate in meetings subject to the provision of this Constitution
- ii) Associate Members may attend and participate in CUSU Meetings (with the approval of the meeting) but may not vote
- iii) Non-Members of CUSU may only attend CUSU Meetings with the agreement of the Chair but shall not speak unless invited to do so by the Chair
- iv) Appropriate alterations to these Standing Orders will be made for disabled members by the Chair
- v) Union policy will last for three years and will then lapse unless renewed by Student Council. Council will be notified of any policy due to lapse. If a Council member objects to a policy lapsing then that member will speak in favour of renewing the motion. The renewal will then be open for discussion. A simple majority vote will be needed to renew it.

#### **b) Rules of Meetings**

- i) Quorum for all Committee meetings shall be one third of all filled voting positions plus one. Quorum for all Council meetings shall be half of all filled positions plus one (rounding any fractions down)
- ii) All meetings shall normally commence with apologies received, minutes of the last meeting and matters arising
- iii) The Chair of the meeting (or his/her nominee) shall prepare the agenda
- iv) Agenda items shall be submitted to the secretary to the committee no less than five working days before the meeting and with Union General Meetings motions shall be submitted to the Chair of Executive
- v) Notice of the meeting and the agenda shall be given no less than four working days before the meeting
- vi) An amendment to a formal motion to Executive, Student Council or Union General Meeting, shall be submitted no less than 2 working days before the meeting

**c) The Frequency of Meetings:**

- i) Student Council shall be held at least once per term and at other times as determined by the Chair of Student Council or his/her nominee
- ii) Executive shall be held every two weeks during term time and at other times as determined by the Chair of Executive
- iii) The Annual General Meeting (AGM) shall be organised by the Chair of Executive and the Chair of Student Council, and held within 8 weeks of the start of the normal academic year
- iv) Union General Meetings (UGM) shall be called with 10 working days notice by not less than 30 ordinary members of CUSU or by resolution of Student Council

**d) Emergency meetings called for matters of urgency as follows:**

- i) Student Council by the Chair of Council or by written request of 15 members of Council, or Executive within three working days
- ii) Executive by the Chair of Executive or his/her nominee or by written request from three members of Executive within 3 working days
- iii) A Union General Meeting (UGM) by a resolution of Student Council or 30 ordinary members of CUSU within 10 working days
- iv) Emergency motions for Student Council and AGM and UGMs may be submitted in writing to the Chair up to the start of the meeting and may be accepted for debate at the discretion of the Chair

**e) CUSU Staff Attendance at Meetings and Closed Sessions**

- i) CUSU staff and others may co-opted as non-voting members of sub committees and standing committees
- ii) CUSU staff may attend meetings at the discretion of the meeting
- iii) Closed session meetings may be held or a part thereof when matters relating to staff or disciplinary matters relating to members are discussed.

**f) Chair and Debate**

- i. The Chair of Student Council shall Chair all Student Council and Union General Meetings. If the Chair is absent or relinquishes the Chair, it shall be taken by another member nominated by the Chair
- ii. The Chair shall be the sole interpreter of Standing Orders and the Constitution subject to the right of any member to challenge his/her ruling as provided for in procedural motion h) iv, b
- iii. The Chair shall keep the meeting in order. The Chair shall not participate in the debate. When the Chair speaks, all other members will be silent
- iv. Those present must abide by all of the Union's rules and regulations, paying particular attention to the Union's Equal Opportunities Policy
- v. The Chair must relinquish the Chair in order to address the meeting on anything other than conduct of the meeting, the Constitution, or these Standing Orders

- vi. The Chair shall time order the agenda and shall set a time limit for specific parts of the agenda and the meeting as a whole, which shall not be exceeded
- vii. No member of CUSU may disrupt a meeting. In the event of a person doing so, the Chair shall caution the member. If the member persists, he/she shall be excluded from the meeting by the Chair, and may face disciplinary action
- viii. Each motion shall require a proposer and a seconder. The proposer shall speak in favour of the motion. It shall then be open for discussion and may be withdrawn only with the consent of the meeting
- ix. Members wishing to speak shall do so by raising their hand and addressing the Chair stating name and position, or course and year
- x. The Chair shall, if possible, alternate between speeches in favour and against
- xi. Members may also ask a short factual question following any speech. The Chair may rule these out of order
- xii. The proposer of any motion shall have the right to sum up the debate immediately before the vote is taken. A summation shall not introduce any new subject matter. In motions of censure or no confidence, the Officer in question shall have the right to summation
- xiii. With the exception of the procedural motions there shall only be one motion or amendment to a motion before the meeting at any one time. The first amendment to a motion shall be proposed immediately after the motion has been proposed
- xiv. In the event of any amendment being carried which is not accepted by the proposer of the original motion, the mover of the amendment shall become the proposer of that substantive motion
- xv. An amendment shall inherit the same majority pass level needed to pass the original motion. When all amendments have been voted upon then the substantive motion shall be debated and voted upon.
- xvi. The Chair shall have the power to rule motions or amendments as 'out of order' if they:
  - are submitted late
  - do not have a valid proposer and seconder
  - conflict with legislation or would require CUSU to act in a way that would be considered ultra vires
  - conflict with the Constitution in any other way
 The Chair shall notify the meeting of motions ruled out of order but they will not be discussed. These rulings may not be overturned

## **g) Procedure**

### **i. Points of Order**

- a) Points of Order have precedence over all other business, but they may not be raised during a speech or a vote unless relating to the conduct of that vote
- b) Any member may raise a 'Point of Order' by raising his/her hand. The member shall then give the point of order they wish to make.

(There shall be no discussion upon, and no vote on, the raising of a point of order, it shall be the Chair's decision)

- c) Points of Order shall have priority in the following order:
  - i. A call for a count of voting members present. (This may only be called for between agenda items)
  - ii. A call for a Chair's ruling for an interpretation
  - iii. A request for that a vote be formally counted or recounted

#### **h) Procedural Motions**

- i. Procedural motions have precedence over all other business except points of order and may not be raised during a speech or the course of a vote unless relating to the conduct of that vote
- ii. Procedural motions do not require a seconder
- iii. All procedural motions require a simple majority of those voting members present at the meeting, there shall be no further discussion or vote on the matter
- iv. The following procedural motions may be put (in order of priority):
  - a) No confidence in the Chair
  - b) Challenge to the Chair's ruling
  - c) To re-order the agenda
  - d) That a vote be by secret ballot. (This shall apply to main motions only, not to amendments, procedural motions or points of order)
  - e) That the meeting be adjourned or closed
  - f) That the motion now be put to a vote
  - g) That the motion not be put to a vote
  - h) That the matter be referred to a specified later time, later meeting or Committee for a decision
  - i) That the motion be voted in parts. (The parts to be separated shall be identified by the mover of this procedural motion followed by speeches for and against). Only main motions and amendments may be voted in parts not procedural motions or points of order
  - j) To suspend one or more Standing Orders for the duration of the whole or part of a meeting
- v. If procedural motion a) or b) is put, the Chair shall hand the Chair to another member of Student Council. The proposer shall propose the motion, the person who has relinquished the Chair shall reply and the matter will be put straight to a vote. In the event of a) being passed, the Chair shall not resume the Chair during the meeting
- vi. If procedural motion c) to i) is put, there will be one speech for and one against. The meeting will then move straight to a vote

#### **i) Voting**

Voting shall be by electronic system or by show of hands, a simple majority shall be required in all cases, except where there is a motion of no confidence or a proposed amendment to the CUSU Constitution, and the Chair may, if he/she considers the result to be clear, declare the motion

passed or failed without a specific count. A member may object to this through raising point of order c) iii

The Chair shall appoint tellers for a formal count at the start of the meeting

The Chair shall have the casting vote in the case where a vote is tied

**j) Points of Information**

'Points of Information' may be raised by any member holding up his/her hand. If the member holding the floor makes no indication of giving way, the member who raised the point of information must sit down immediately

## BYE LAWS K

### TERMS OF REFERENCE AND MEMBERSHIP OF STANDING COMMITTEES

1. There shall be the following Standing Committees of CUSU:
  - A. Academic and Wellbeing
  - B. Campaigns
  - C. Communications
  - D. Democracy
  - E. Engagement
  - F. Societies
  - G. Sports
  - H. Representation
  - I. Volunteering and Employability
  
2. All Standing Committees shall:
  - i. Keep Minutes and supply written reports to the Executive after each meeting, highlighting actions taken
  - ii. Review its Terms of Reference and Membership annually
  - iii. The Chair shall act as convenor
  - iv. Meet a minimum of once per month during term time unless otherwise stated in the Terms of Reference
  - v. Give five working days notice to all its members
  - vi. The quorum shall be one third of filled voting members plus one
  - vii. Be open to Ordinary Members, with speaking rights, at the discretion of the Committee
  - viii. Members who are absent from two consecutive meetings or from three throughout the year, without apologies, will forfeit their membership
  - ix. To liaise with other CUSU Committees where appropriate
  - x. To advise and make recommendations to Executive and Student Council on the above
  - xi. To present written reports to the Executive
  - xii. To consider other matters that the Executive or Student Council may from time to time consider appropriate

#### **B. Academic and Wellbeing**

- 1) Its function shall be:
  - i. To consider students' interests in the quality of teaching and learning and support services in the University

- ii. To consider matters of student welfare including: housing, financial support, and the mental and physical wellbeing of all students
- iii. To support, co-ordinate and initiate policy discussion on student welfare and education matters in the local, regional and national contexts
- iv. To receive and make reports on the provision of supporting welfare services in CUSU
- v. To receive reports from Faculty Chairpersons, other student representatives and CUSU staff on University Committees, Boards and Panels

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
Vice President Representation (Chair)	Ex-officio
5 Faculty Chairs	Ex-officio
Campus Officer	Ex-officio
Postgraduate Students councillor	Ex-officio
Part Time Students councillor	Ex-officio
Environmental and Ethical Councillor	Ex-officio
2 Student Councillors	By Student Council
2 Ordinary Members	Union/Annual General Meeting

<u>Non Voting Members</u>	<u>Method of Election</u>
Members of CUSU staff with appropriate responsibilities	As determined by the General Manager

### **C. Campaigns**

1) Its function shall be:

- i. To co-ordinate appropriate campaigns
- ii. To consider and make recommendations on the campaigning matters that are related to the CUSU body.
- iii. To review the effectiveness/ response to all campaigns.
- iv. To oversee CUSU links with national campaigning organisations, including NUS campaigns.
- v. To liaise with other CUSU committees where appropriate.
- vi. To strategically lead on the development of effective campaigning methods.

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
Vice President Student Activities (Chair)	Ex-officio
Campaigns Officer	Ex-officio
Campus Officer	Ex-officio
2 Student Councillors	By Student Council
2 Ordinary Members	By Union/Annual General Meeting

<u>Non Voting Members</u>	<u>Method of Election</u>
Members of CUSU staff with appropriate responsibilities	As determined by the General Manager

#### **D. Communications**

- 3) Its function shall be:
- i. To receive reports and consider matters of policy relating to the CUSU's communications to all stakeholders
  - ii. To consider matters of general policy relating to all media for communications
  - iii. To consider and make recommendations on the matters relating to all aspects of the University's communications
  - iv. To consider all media forms of local, regional and national communciations of CUSU's policies and services

- 4) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
Vice President Communications and Engagement (Chair)	Ex-officio
Source Radio Councillor	Ex-officio
Source Newspaper Councillor	Ex-officio
Source TV Councillor	Ex-officio
Source Online Councillor	Ex-officio
2 Student Councillors	By Student Council
2 Ordinary Members	By Union/Annual General Meeting
 <u>Non Voting Members</u>	 <u>Method of Election</u>

Members of CUSU staff with appropriate responsibilities

As determined by the General Manager

## E. Democracy

- 1) Its function shall be:
  - i. To consider matters of policy relating to CUSU's democracy
  - ii. To lead on all matters relating to CUSU elections, AGM and national representation through NUS
  - iii. To review the effectiveness of CUSU's democracy annually
  - iv. Review policies and procedures for all elections and make recommendations to Executive, Student Council and the Board of Trustees
  - v. Support the CUSU Returning Officer in the organisation and good conduct of all elections and make reports as requested
  - vi. Have the power to make minor election regulations that do not conflict with and are in the spirit of the elections regulations passed by Council and the Board of Trustees
  - vii. Resolve minor disputes that may arise during the elections and where necessary refer them to the Returning Officer
  - viii. Review the policies of NUS subsequent to each conference and recommend to the Executive any action that should be taken as a result of policies being adopted
  - ix. Propose motions for submission via Student Council to National Conference
  - x. Approve a written report on conference to be submitted to a Student Council and published in the CUSU's newspaper

- 2) Its members shall comprise:

### Voting Members

Vice President Democracy and Finance (Chair)  
Student Council Chair  
NUS Officer  
3 Student Councillors  
3 Ordinary Members

### Method of Election

Ex-Officio  
Ex-Officio  
Ex-Officio  
By Student Council  
By Union/Annual  
General Meeting

### Non Voting Members

Members of CUSU staff with appropriate responsibilities

### Method of Election

As determined by the General Manager

## F. Engagement

- 1) Its function shall be:
  - i. To consider matters of policy relating to Engagement to actively encourage widening participation throughout CUSU

- ii. To lead on matters relating to the engagement of CUSU members, particularly minorities and hard to reach groups.
- iii. To receive reports from student representatives regarding the engagement of CUSU members
- iv. To oversee CUSU links with national organisations, including NUS liberation campaigns

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
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Vice President Communications and	Ex-officio
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Engagement (Chair)	
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BME Councillor	Ex-officio
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Disabled Students' Councillor	Ex-officio
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International Students Officer	Ex-officio
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LGBT+ Councillor	Ex-officio
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Mature Students Councillor	Ex-officio
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Part Time Students councillor	Ex-officio
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Postgraduate Students councillor	Ex-officio
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Students with Caring Responsibilities Councillor	Ex-officio
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Women's Councillor	Ex-officio
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5 Student Councillors	By Student Council
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2 Ordinary Members	By Union/Annual General Meeting
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<u>Non Voting Members</u>	<u>Method of Election</u>
Members of CUSU staff with appropriate responsibilities	As determined by the General Manager

## **G. Representation**

1) Its function shall be:

- i. To support student representation within the University
- ii. To strategically lead on the development of effective representation systems
- iii. To receive reports from student representatives regarding representation of CUSU members

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
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Vice President Representation (Chair)	Ex-officio
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Campus Officer	Ex-officio
2 Student Councillors	By Student Council
2 Ordinary Members	By Union/Annual General Meeting

<u>Non Voting Members</u>	<u>Method of Election</u>
Members of CUSU staff with appropriate responsibilities	As determined by the General Manager

## H. Societies

- 1) Its function shall be:
  - i. The Committee shall oversee the implementation of Societies Regulations within clubs and shall recommend changes to Executive
  - ii. Be responsible for the allocation of development grants to individual clubs
  - iii. Provide support and advice to all officials of recognised Societies
  - iv. To assist in the planning and operation of CUSU events
  - v. To determine and implement policy on Societies achievements and awards

2) Its members shall comprise:	
<u>Voting Members</u>	<u>Method of Election</u>
Vice President Student Activities (Chair)	Ex-officio
4 Society Councillors	Elected by Society Officials
2 Student Councillors	By Student Council
2 Ordinary Members	By Union/Annual General Meeting
<u>Non Voting Members</u>	<u>Method of Election</u>
Members of CUSU staff with appropriate responsibilities	As determined by the General Manager

## I. Sports

- 1) Its function shall be:
  - i. The Committee shall oversee the implementation of Sports Regulations within clubs and shall recommend changes to Executive
  - ii. Be responsible for the allocation of development grants to individual clubs
  - iii. Provide support and advice to all officials of recognised Sports
  - iv. To assist in the planning and operation of CUSU events

- v. To determine and implement policy on Sports achievements and awards
- vi. To receive reports on BUCS policy and procedures and implement changes when and where necessary

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
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Vice President Student Activities (Chair)	Ex-officio
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4 Sports Councillors	Elected by sports officials
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2 Student Councillors	By Student Council
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2 Ordinary Members	By Union/Annual General Meeting
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<u>Non Voting Members</u>	<u>Method of Election</u>
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Members of CUSU staff with appropriate responsibilities	As determined by the General Manager
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## J. Volunteering and Employability

1) Its function shall be:

- i. To support the strategic development, policies, plans and opportunities for volunteering within the local community for students and staff of Coventry University
- ii. To advise on the personal development and accreditation of volunteering
- iii. To advise on the promotion within the Coventry University and the local community of volunteering by staff and students
- iv. To assist in the liaison with CUSU, Coventry University staff and committees to strategically develop volunteering
- v. To support the liaison with external organisations in the development of sustainable funding and volunteering opportunities for staff and students

2) Its members shall comprise:

<u>Voting Members</u>	<u>Method of Election</u>
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Vice President Student Activities (Chair)	Ex-officio
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2 Student Volunteer Councillors	Ex-officio
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2 RAG Councillors	Ex-officio
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2 Student Councillors	By Student Council
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2 Ordinary Members	By Union/Annual General Meeting
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Non Voting Members

Members of CUSU staff with appropriate responsibilities

Method of Election

As determined by the General Manager



## BYE LAWS L

### TERMS OF REFERENCE AND MEMBERSHIP OF OTHER CUSU COMMITTEES

#### A Faculty/School Committee

- 1) There shall be one Committee for each University Faculty or School
- 2) They shall be to represent the interests of the students within their Faculty
- 3) The Faculty/School Chairperson shall convene and Chair meetings
- 4) The Committee shall instruct the Faculty Chair

Its members shall comprise:

##### Voting Members

All Course Reps of the Faculty/School  
Faculty/School Chairperson (Chair)

##### Method of Election

Ex-Officio  
Ex-Officio

##### Non Voting Members

Members of CUSU staff with appropriate responsibilities

##### Method of Election

As determined by the General Manager

In addition, the Committee may invite any members of University staff they feel appropriate

#### B Halls Committee

- 1) There shall be the following Halls Committees for:
  - a) Singer Hall and University Owned Houses
  - b) Priory Hall, Quadrant Hall and Pillar Box
  - c) Radford Road, Trinity Point, Apollo and Lynden
  - d) Callice Court, Raglan House, Paradise and Sherbourne

(The Executive shall have the power to set up new Halls Committees as considered necessary)

- 2) They shall represent the interests of the residents of the relevant accommodation
- 3) At the first meeting between Halls Reps and the Students' Union, the Reps shall elect from amongst themselves a Chair for each Committee, and

Halls Councillors for each Hall to sit on Student Council and the Returning Officer for these elections shall be Vice President Representation

- 4) In the absence of the Chair, or should he/she relinquish the Chair, the Vice President Representation will Chair Halls Committees
- 5) In matters of urgency, the Committees shall call a meeting for all appropriate residents of particular properties

Its members shall comprise:

Voting Members

All Halls Reps in relevant properties above

Method of Election

Halls Induction Meeting

Non Voting Members

Vice President Representation

Members of CUSU staff with appropriate responsibilities

Method of Election

Ex-officio

As determined by the General Manager

## **C NUS Conference Committee and Elections Committee**

These two Committees have the same Terms of Reference and Membership as the Democracy Committee. See Bye Laws K – Terms of Reference and Membership of Standing Committees

**REGULATIONS FOR SPORTS AND SOCIETIES**

**1 Recognition**

- 1) The Executive shall have the power to allow membership to certain clubs which shall be known as 'recognised' clubs. The Vice President Student Activities may approve these until the next meeting of the Executive
- 2) Any clubs desiring such recognition shall consist of at least five full members and shall provide a written statement of its objectives and purposes and a constitution which shall provide as follows:
  - a) That membership is open to all members of CUSU
  - b) There shall be annual elections of officers, by and from the ordinary members of the society
  - c) There shall be a Club Treasurer who shall be responsible for the administration of any grant made to the Club by the Students' Union, and for consulting with the Students' Union staff from time to time about the society's budget
  - d) That accounts shall be maintained in accordance with the Financial Regulations of CUSU
- 3) No recognised club shall make grants, donations or subscriptions to charities or any other outside organisation without the consent of the Vice President Student Activities
- 4) No person who receives payment for the provision of services to a club shall be entitled to hold office within that club
- 5) Official recognition by CUSU of a club shall entail:
  - a) The right to apply to the Sports Committee or Societies Committee for financial assistance
  - b) The right to use CUSU services, subject to the availability of such services
  - c) The right to book rooms in CUSU's building and University, subject to any regulations
  - d) The right to use CUSU's media opportunities, subject to any regulations
  - e) The right to use CUSU transport

**2 Withdrawal of Recognition**

- 1) The Executive shall refuse recognition of a club or withdraw recognition of a club if its activities are, in the opinion of the members, not in accordance with the provisions of its constitution or its objectives and purposes as stated at the time of application or any Union policy

- 2) The Executive, through the Vice President Student Activities, shall give notice in writing of its reasons for refusing or withdrawing recognition no later than five working days after its decision
- 3) A club may appeal against a refusal or withdrawal of recognition to Student Council, whose decision shall be final

### **3 Budgets**

- 1) Any club requiring financial assistance from the Students' Union shall submit an estimate of the years expenditure, together with an estimate of any income to the Sports and Societies Development Manager in the third term of each year for the following year
- 2) No recognised club shall be allowed to open an account separate to the Students' Union
- 3) A recognised club which does not send at least one representative to a meeting of the Sports and Societies Federations or UGM shall be fined 5% of their original budget for such non-attendance, unless apologies satisfactory to the Chair are received
- 4) Equipment held by a club from whatever source it may have come, is the property of CUSU. At the beginning and end of each academic year, a list of club equipment shall be presented to the Sports and Societies office

### **4 Finance and Expenditure**

- 1) CUSU funds may ONLY be used for those items for which they were allocated unless virement is given
- 2) Virement between the headings may be given by the respective Committee
- 3) Any income from a sport or society shall form part of the club funds and shall be subject to these regulations
- 4) The minimum level of subscription shall be £1.50 per person for Societies, £10 per person for competitive Sports and £5 per person for non-competitive Sports
- 5) A society shall have at least five paid up members by the end of the sixth week of the first term, or six weeks after recognition if this is later, otherwise it shall automatically lose recognition unless the Executive grant an extension on this period of recognition. In the case of loss of recognition, fees paid will be refunded to existing members on receipt of an appropriate member card by the Vice President Student Activities, who shall then refer such claims to the Finance Office
- 6) The elected officers of any sport or society shall be jointly responsible for
  - a) Producing their credentials in order to gain any facilities of CUSU
  - b) Upholding the financial democracy of the sport or society
  - c) The equipment held by the sport or society

- d) All debts incurred by the sport or society
- e) Ensuring that the activities of the sport/society are strictly in accordance with these regulations and all CUSU policies
- 7) All contracts made in the name of CUSU organised by a Committee, Society or Sports Club of CUSU shall be signed by the General Manager or nominee and the appropriate Sabbatical officer

## **5. Dismissal and Caution of Elected Sports and Societies Officials**

1. Sports and societies officials of CUSU shall be subject to the bye laws, procedures, policies and regulations as considered appropriate by Executive Committee, Union Council, or any member of the sports or society.
2. Sports and Society officials of CUSU may be cautioned through a motion of censure.
3. Any elected official incurring three votes of censure during one term of office shall result in a full motion of 'no confidence' being put to a meeting of the relevant sport or societies membership.
4. A motion of no confidence or censure may be given for the following:
  - (a) Misuse and abuse of CUSU / the sports or societies resources.
  - (b) Failing to comply with the Terms of Reference for a Sports and Societies official.
  - (c) Bringing CUSU into disrepute both internally and externally to CUSU.
  - (d) Any behaviour deemed inappropriate.
5. A motion of no confidence or censure must be ratified by the Vice President Student Activities after an investigation has been carried out
6. The Vice President Student Activities will take the vote of no confidence or censure report to sports or societies committee, or relevant committee, recommending the appropriate action which will be reported at the meeting of members
7. Officers of sports and societies may be dismissed by a motion of 'no confidence' being passed by two thirds majority at a meeting of the sports or societies members.
8. The resolution of no confidence shall commence of immediate effect, and any further action deemed appropriate by executive committee.
9. In the event of any elected officer being dismissed, the post shall remain vacant until filled by an ensuing by-election in accordance to the sports and societies model constitution.

## **BYE LAWS N**

### **FREEDOM OF SPEECH**

1. CUSU has a duty to ensure that all members, formally recognised societies and groups of members have the right to the freedom of speech within CUSU as far as reasonable within the law and they shall not be denied any facilities or entitlement on the grounds of their beliefs
2. CUSU recognises the University's Principles and Code of Practice to ensure the freedom of speech within the law
3. The Executive, after conducting an inquiry, shall deny the use of its premises, facilities, entitlements and services to any member or group of members if it considers that such use is contrary to criminal law, make CUSU or the University liable to penalties under civil law or where there may be circumstances outlined in paragraph 6 below
4. The CUSU Board of Trustees shall be informed in writing of the Executive decision to deny the right to CUSU premises, facilities, entitlements and services to any member or group of members.
5. Where the use of University premises or services are denied to a member or society or group of members by CUSU then the Executive shall inform University of the grounds for its decision.
6. The Executive may deny the use of its facilities and services where there may be the following circumstances:
  - (a) a speaker or person involved in a meeting, event or activity will incite others to commit a criminal act(s);
  - (b) views may be expressed that are contrary to criminal law;
  - (c) the event or activity may appear to be in direct support of an organisation which is itself unlawful;
  - (d) the event or activity may be conducted in such a way as to render CUSU or the University liable for damages, creating a nuisance or prosecution for failing to carry out its duties for health and safety;
  - (e) there is a reasonable belief that the event or activity will lead to injury or damage to property and it is not reasonable to allow the event to proceed;
  - (f) the event or activity may lead to a breach of the peace;
  - (g) the member or groups of members have deliberately misled or sought to deceive CUSU as to the nature of the event and those involved in it.



## BYE LAWS O

### TERMS OF REFERENCE AND MEMBERSHIP OF THE STANDARDS COMMITTEE

- 1) Its functions shall be:
- i. To receive complaints referred to the Committee if there is a failure to resolve an issue informally
  - ii. To receive reports from the General Manager, or his/her nominee, regarding Officer conduct and performance
  - iii. To be advised by the General Manager, or his/her nominee
  - iv. To sanction Officers, which are:
    - To make recommendations for how conduct or performance is to be addressed by the individual
    - To issue a warning
    - To issue a maximum of one censure to an Officer during their term of office, as per clause 18 of the Articles of AssociationThe Committee will decide whether the sanctions need to be reported to Student Council
  - v. To recommend sanctions against Officers to Student Council, which are:
    - A Motion of Censure or No Confidence, as per clause 18 of the Articles of Association
    - To refer the matter to Student Council, where the opinions of the Committee will be taken into consideration. Cases will only be referred to Student Council in extreme circumstances or if there is a failure/ unwillingness to address the conduct or performance issues
    - To refer the matter to a panel of External Trustees. Cases will only be referred in extreme circumstances
  - vi. To present written reports to Executive after every meeting, for information only
  - vii. To consider other matters that Student Council may, from time to time, consider appropriate

- 2) Its members shall comprise:

Voting Members

Student Council Chair (Chair)  
4 Student Councillors (not Executive)

Method of Election

Ex-officio  
By Student Council

Non Voting Members

Members of CUSU staff with appropriate responsibilities

Method of Election

As determined by the General Manager

- 3) If there is no elected Student Council Chair, the Chair of Executive shall not assume responsibility for Chairing the Standards and Disciplinary Committee