

The Bye-Laws of the Union of UEA Students

“The Trustees and the Union Council shall have the power from time to time to jointly make, repeal or amend Bye-Laws as to the management of the Union and its working practices provided that such Bye-Laws shall not be inconsistent with these Articles. Any change to Bye-Laws must be reported to the Registrar & Secretary, who may veto any change within 5 working days of notification should they consider the change to entail significant risk in relation to the University’s obligations under the Education Act 1994. Bye-Laws do not lapse in the manner of Policy, and shall exist until jointly repealed or amended by the Trustees and the Union Council.”

Union of UEA Students Articles of Association, Clause 69

Definitions and Interpretations

Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Articles of Association unless the context otherwise requires.

The Articles of Association shall take precedence over these Bye-Laws and these Bye-Laws shall not be interpreted or applied in any way which is inconsistent with the Articles of Association.

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Bye-Law 1: Democratic Processes

Background

- 1.1 In accordance with the Articles of Association, this Bye-Law must include details of the composition and processes for the following:
- 1.1.1 Referenda;
 - 1.1.2 General Meetings;

- 1.1.3 Union Council;
 - 1.1.4 the Student Officer Committee; and
 - 1.1.5 the Management Committee.
- 1.2 Any additional democratic processes may be included in this Bye- Law in accordance with Clause 69 of the Articles of Association.

Referenda

- 1.3 A Referendum may be called on any lawful issue, in accordance with the Articles of Association and these Bye-Laws, by:
- 1.3.1 A resolution of the Trustees
 - 1.3.2 A resolution of the Student Officer Committee
 - 1.3.3 A majority vote of Union Council; or
 - 1.3.4 A Secure Petition signed by at least on thirtieth of the ordinary members within 30 calendar days of its formation. A Secure Petition shall be defined as "a written request to the Union from ordinary members, which shall be fixed in a pre-arranged place or places or held securely on-line, and shall state the name, school and year of each signatory".
- 1.4 Subject to Clause 69 of the Articles of Association, a resolution may only be passed by Referendum if at least one thirtieth (3%) of the ordinary members cast a vote in the Referendum and a majority of the votes cast are in favour of the resolution.
- 1.4.1 If a resolution being decided upon by referendum includes an amendment to the byelaws or Articles of Association, a two thirds majority of votes cast must be in favour of the resolution in order for it to be passed.
- 1.5 Referenda shall be conducted in accordance with the Articles of Association and Bye-Law 5: Election Regulations Pursuant to the Articles of Association, with the addition that after campaigning has begun but before voting is open, a General Meeting must be held for the purpose of debate, but not to vote, in accordance with the following conditions:
- 1.5.1

- 1.5.2 The meeting shall be chaired by the Chair of Union Council or in their absence by an ordinary member appointed to do so by the Student Officer Committee;
- 1.5.3 The Returning Officer shall be responsible for choosing the venue or venues to be used for the general meeting.
- 1.6 A general meeting shall be called with at least 7 clear days' written notice. The notice calling a general meeting shall specify the place, day and time of the meeting and the business to be transacted.
- 1.7 Every ordinary member shall have the right to attend and speak at general meetings. Subject to Clause 55 of the Articles of Association the ordinary members may set Policy by Referenda. Policy set by Referenda may overturn Policy set by the Union Council.
- 1.7.1 Should a referendum be held in which only subset of the membership shall be eligible to vote, the rules in byelaws 1.3-1.6 shall apply, save for the following adjustments:
- 1.7.2 Only ordinary members of the relevant subset of the membership will be eligible to vote in the referendum
- 1.7.3 Only ordinary members eligible to vote in the referendum will have the right to attend and speak at the General Meeting for that referendum.
- 1.8 A turnout requirement proportionate to the number of students who are part of, or who self-identify into the respective subset of the membership shall be determined by the Returning Officer.
- 1.8.1 A referendum of a subset of the membership may be called where only the following students are available to vote:
- 1.8.2 Self-defining LGBT+ students
- 1.8.3 Self-defining women students
- 1.8.4 Self-defining disabled students
- 1.8.5 Self-defining ethnic minority students
- 1.8.6 Mature students
- 1.8.7 International students

1.9 Postgraduate students.

A referendum of a subset of the membership may be called by Union Council following a recommendation from the relevant Liberation Society or Assembly

Union Council

1.10 The Union Council shall have the following powers:

- 1.10.1 to represent the voice of ordinary members;
- 1.10.2 to, subject to the Articles of Association and these Bye-Laws, determine Union Policy or Staff Policy on any lawful matter not determined by a Referendum within the last three years, consistent with the Articles of Association and these Bye-Laws;
- 1.10.3 to co-ordinate representations made on behalf of the members through School Boards, Joint Staff/Student Committees, University Committees, and any working groups created by Council;
- 1.10.4 to oversee and approve the appointment of student members of the Trustee Board and its sub committees and to approve the arrangements for the election or appointment of members to University Boards, Committees and Working Groups.
- 1.10.5 to approve the Constitution of any new student opportunity group or any alteration to Constitution of an existing club, society or peer support group or to delegate this power to any other committee (pre-existing or created by Union Council);
- 1.10.6 to review the Articles of Association at such times as it deems fit and may propose amendments to it, for submission to the University Council, provided that any proposed alteration receives the support of a two thirds majority of the members present and voting and the approval of the Trustee Board;
- 1.10.7 to, for the purpose of accountability, receive and consider regular reports from the Trustee Board and the Student Officer Committee (and their sub committees) on the general and financial affairs of the Union and on actions taken by the bodies since previous Union Council meetings; and

1.10.8 To make, repeal and amend these Bye-Laws jointly with the Trustees in accordance with Clause 69 of the Articles of Association. A two-thirds majority of votes cast must be cast in favour of a resolution which seeks to make, repeal or amend these byelaws in order for it to be passed and for the creation, repeal or amendment of the byelaws to occur.

1.10.9 To pass a motion of Censure or Commendation on any member of the Trustee Board, member of the Student Officer Committee, member of the Democratic Procedures Committee or member of Union Council, including the Chair of Council.

1.11 The Union Council shall consist of:

1.11.1 the Chair, who shall only have a tie breaking vote, and whose sole duties and powers shall be to chair the Meetings of Council and General Meetings and prepare, in conjunction with the Chief of Staff, the agenda for such meetings;

1.11.2 members of the Student Officer Committee;

1.11.3 the School Convenors from each School of Study elected by and from their number;

1.11.4 one first year undergraduate student, one second year undergraduate student, one other year undergraduate student, one postgraduate research student and one postgraduate taught student from each School of Study elected by their peers;

1.11.4 (i) Where one or more Schools have integrated into a single School, the rep allocation shall remain at the pre-integration levels.

(ii) The allocation for the School of Health Sciences shall be: three places for Nursing and Midwifery students; three places for Allied Health Profession students; one place for Pre-registration PG students; one place for Post-registration students; and two open places.

1.11.5 one representative of each ratified club, society or peer support group of the Union elected by and from members of the club, society or peer support group;

1.11.6 the Faculty Convenors from each Faculty elected by and from their number;

1.11.7 up to six members co-opted by resolution of Union Council following their appointment by the Union

- Council to membership of a University Committee or their appointment by the Student Officer Committee to serve on one of its advisory committees;
- 1.11.8 one representative from INTO Norwich elected by their peers;
- 1.11.9 One representative elected from the John Innes Centre Student Voice Committee (SVC) and the Institute for Food Research Student Forum (IFR SF) respectively.
- 1.11.10 Five members elected from each Liberation Society and Assembly.
- 1.11.11 A student member from each of the Student Officer Committee Sub Committees with the exception of the Education Sub Committee whose representatives will be appointed under Bye Laws 1.11.3 and 1.11.6; a representative from each major Student Accommodation cluster on campus.
- 1.12 An ordinary meeting of Union Council shall be held not less than four times in each semester. The first meeting in each semester to be held within four weeks of the start of the semester.
- 1.13 A meeting of Union Council may be called by the Trustee Board, Management Committee, Student Officer Committee or by a petition of twenty members of the Union Council presented to the Chair of Council. The meeting must be held within seven working days of receipt of the petition.
- 1.14 All members of Union Council shall be appropriately notified of the time, date and place of a meeting not less than five working days before the meeting and shall be sent an agenda, to their UEA email address, not less than three working days before a meeting.
- 1.15 Business shall not be conducted by the Union Council:
unless over 40 representatives are present at a meeting; and
- 1.15.1 if the item under consideration does not appear on the agenda, unless it could not have been placed on the agenda by its close and the meeting votes by a simple majority to accept it.
- 1.15.2
- 1.15.3 Policy passed more than two academic years earlier shall be presented to a meeting of the Union Council during the first semester and shall lapse in the absence
- 1.16

of a decision to renew all or part of the policy. Policy can also be proposed to lapse at any time.

- 1.17 Meetings of Union Council shall be conducted in accordance with Bye-Law 2: Code of Conduct for Union Meetings.

Student Officer Committee

- 1.18 The role of the Student Officer Committee will be to set out, secure and promote the interests of the student members as from time to time suggested by election and consultation and determined by policy resolution at Union Council.
- 1.19 It shall advise the Board of Trustees of any implications for the allocation and use of resources arising out of its role.
- 1.20 The Student Officer Committee shall be responsible for:
- 1.20.1 the development and operation of the Union's Priority Campaigns;
 - 1.20.2 the representation and campaigning work of the Union;
 - 1.20.3 The implementation and interpretation of Union Policy;
 - 1.20.4 Any other duties set out in the Articles of Association or these Bye-Laws.
- 1.21 It shall include Student Officers as voting members, in accordance with Bye-Law 4: Student Officer Job Descriptions, and the Chief of Staff as a non-voting member.

Sub-Committees of the Student Officer Committee

- 1.22 The Student Officer Committee will have sub committees accountable to it that are responsible for specific policy areas. They will act as the day to day leadership of that area of the union, carrying out activities, projects, representation and campaigning work and the implementation of policy as delegated by Student Officer Committee.

Sub-Committees of the Student Officer Committee: International Students

- 1.22a The International Students Sub Committee shall consist of the International (EU) and (Rest of the World) Officers, representatives from international cultural societies, and six students (who self-identify as international) elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary.
- 1.22a.1 The International Students Sub Committee shall co-ordinate a program of campaigning and activities for related issues.
- 1.22a.2 The program may include: discussion of the issues that international students are facing, ideas for campaigns to fix these issues, discussion of the work of their international officers, the representation of international students in the SU, actively represent the opinion of international students in Go-global, international SU and International Student Day.

Sub-Committees of the Student Officer Committee: Education

- 1.22b The Education Sub Committee shall consist of the two Education Full Time Officers, the School Convenors, and the Faculty Convenors.

Sub-Committees of the Student Officer Committee: Welfare, Wellbeing and Community

- 1.22c There shall be a Welfare, Wellbeing and Community Committee which shall consist of: the Welfare, Community and Diversity Officer, a representative from each of the Liberation Groups and Assemblies, two representatives from Student Accommodation on campus, two representatives from health & welfare societies, two from student faith societies and four students elected as a block at least one of which must be in their first year of study and at least two of which must self-define as women or non-binary.
- 1.22c.1 The Welfare, Wellbeing and Community Committee shall co-ordinate a program of campaigning and activities for related issues as outlined in their cycle of business.
- 1.22c.2 The program may include: Seasonal affective disorder, safety on campus,

assessment stress, estranged students, World Aid's Day, Christmas Day on campus, housing and relationships stress, and communicating the transition to life after university. This is not an exhaustive list.

Sub-Committees of the Student Officer Committee: Liberation, Equality and Diversity

1.22d The Liberation, Equality and Diversity Committee shall consist of the Welfare, Community & Diversity Officer, a representative from each of the Liberation Societies and Assemblies, and six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary.

1.22d.1 The Liberation, Equality and Diversity Committee shall co-ordinate a programme of campaigning and activities for related issues as outlined in their cycle of business.

1.22d.2 The programme may include: Liberation history months, making UEA inclusive for all, Never OK, and feeding into transforming equality. This is not an exhaustive list.

Sub-Committees of the Student Officer Committee: Ethical and Environmental

1.22e The Ethical and Environmental Sub Committee shall consist of the Campaigns and Democracy Officer, representatives from relevant societies, and six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary.

1.22e.1 The Ethical and Environmental Sub Committee shall co-ordinate a programme of campaigning and activities for related issues.

1.22e.2 The programme may include: Go Green Week, review of waste and recycling, energy switch off, and Earth Hour. This is not an exhaustive list.

1.22e Union staff may attend meetings of the Sub-Committees at the request of the Committee. Any conflict as to the respective allocation of roles or duties of the Sub-Committees shall be resolved by the Student Officer Committee.

Sub-Committees of the Student Officer Committee

Postgraduate Committee

- 1.22c There shall be a Postgraduate Committee which shall consist of: the Postgraduate Education Officer; the Campaigns & Democracy Officer; the Welfare, Community & Diversity Officer; the Activities & Opportunities Officer; five members elected by the Single Transferable Vote by the Graduate Assembly, at least two of whom shall self-define as women, and at least one of whom must be registered as a Postgraduate Research Student; one part time officer elected by the Student Officer Committee; one member elected from the Student Voice Committee of the Institute for Food Research and one member elected from the Student Voice Committee of the John Innes Centre.
- 1.22c.1 They may all be removed from their place on the Committee by two thirds majority resolution of the Graduate Assembly.
- 1.22c.2 The Postgraduate Committee shall co-ordinate a programme of campaigning and activities for Postgraduate Students.
- 1.22c.3 The Postgraduate Committee shall elect a Chair of the Postgraduate Committee from amongst the five members elected from the Graduate Assembly.
- 1.22c.4 The Chair of the Postgraduate Committee Shall:
- a) Be responsible for preparing the Postgraduate Committee agenda.
 - b) Liaise with the Postgraduate Education Officer on day-to-day operational issues relating to the Graduate Centre, managing the budget, and implementing student feedback.
 - c) To be the lead officer with responsibility for non-academic activities relating to postgraduate students.

Democratic Procedures Committee

- 1.23 The Democratic Procedures Committee shall consist of the Campaigns and Democracy Officer, the Chair of Union Council and eight individual Members (at least three of which must self-define as women or non-binary) who shall be elected for a one-year term by Union Council.

- 1.23.1 All current members of the Union will be able to stand at the close of nominations save for Full Time Officers and Trustees.
- 1.24 The Democratic Procedures Committee shall:
- 1.24.1 meet after every Union Council;
- 1.24.2 be responsible for development of and promotion of the Union's democratic procedures, with particular reference to elections and Union Council;
- 1.24.3 advise on and develop the union's Articles of Association and Bye-Laws;
- 1.24.4 structure and run Union Council in such a way as to guarantee the accessibility of proceedings for members;
- 1.24.5 support the Chair and Deputy Chair of Union Council in a voluntarily operational capacity during meetings;
- 1.24.6 hold open meetings whenever possible;
- 1.24.7 produce a report on its action to; comment on the organisation, rules and procedure of; and recommend improvements to the running of; Council and other bodies as appropriate;
- 1.24.8 Support the Chair of Union Council, by advising on matters of process and constitutional interpretation and will be responsible for the receipt and ordering of procedural motions within Union Council.
- 1.24.9 annually report on endeavours designed to meet its duty to structure and run procedures in such a way as to guarantee the accessibility; and
- 1.24.10 elect from their own number a chairperson.

Powers of committees for policy decisions

- 1.25 'Staff Policy' shall be defined as policy which sets out procedures and guidance which Union staff must abide by, or policy which will affect the terms and conditions of employment for staff.

1.26

- 1.27 'Union Policy' shall be defined as representative and campaigning policy to be implemented by Officers, Trustees, any student representatives and staff.
- 1.28 Union Policy and Staff Policy may be referred to collectively as 'policy'.
- 1.28.1 For any decision on staff policy:
- Student Officer Committee, Union Council, or Referenda may consider staff policy subject to the Articles of Associations and these Byelaws. Any staff policy made this way must not contravene Byelaw 7: Staff Protocol and is subject to approval of the Trustees and consultation with the recognised Trade Unions.
- 1.28.2 The Trustees have the power to make, amend or repeal staff policy subject to consultation with the recognized Trade Union(s).
- 1.29 For any decision on Union Policy:
- 1.29.1 Union Council has power to make, repeal or amend Union Policy, subject to the approval of the Trustee Board;
- 1.29.2 Referenda have the power to make, repeal or amend Union Policy, subject to the approval of the Trustee Board. Referenda have authority over Union Council on any decision to make, repeal or amend Union Policy;
- 1.29.3 the Trustee Board may override any decision and Policy made by the ordinary members in a Referendum or Union Council in accordance with Clause 56 of the Articles of Association;
- 1.29.4 Student Officers, Trustees and other student representatives are accountable to Union Council or Referenda for the implementation of Union Policy, and may be removed from their post in accordance with the Articles of Association and these Bye-Laws;
- 1.29.5 Union Staff are accountable to their line managers for the implementation of Policy, and may face disciplinary sanctions in accordance with Staff Policy, the Articles of Association and these Bye-Laws.

School Convenors

- 1.30 There shall be one School Convenor representing each of the Schools of the University of East Anglia elected by and from each School.

- 1.31 They shall:
 - 1.31.1 secure the academic interests of the students in the relevant School;
 - 1.31.2 provide a link between the School and the Student Union;
 - 1.31.3 provide support for the development of Academic Societies in their School;
 - 1.31.4 and represent students on School level committees and to School level officials.

- 1.32 They may be paid a bursary. The value of the bursary, and any terms related to it, shall be decided by the Education Executive in liaison with the University, and full details will be included in the application pack.

Faculty Convenors

- 1.33 There shall be two Faculty Convenors representing each of the Faculties of the University of East elected by and from students studying in that Faculty (one undergraduate and one postgraduate).

- 1.34 They shall:
 - 1.34.1 represent the academic needs of the students in the relevant Faculty;
 - 1.34.2 secure the academic interests of the students in the relevant Faculty;
 - 1.34.3 represent students on Faculty level committees
 - 1.34.4 and liaise with Faculty staff on academic issues affecting students.

- 1.35 They may be paid a bursary. The value of the bursary, and any terms related to it, shall be decided by the Education Executive in liaison with the University, and full details will be included in the application pack

Development and Oversight Boards

- 1.36 There will be three Development and Oversight boards (Retail/Catering, Licensed Trade/Live, Advice/Housing)
- 1.37 Their purpose will be to support day to day decision making of Management Committee, oversee work of subsidiary companies, and the Boards in implementing the SU strategy.
- 1.37 They will consist of:
- The Campaigns and Democracy Officer (or the Welfare Community and Diversity Officer in the case of the Advice/Housing DOB);
 - An elected student staff member from the area(s);
 - Six students elected as a block at least two of which must be in their first year of study and at least three of which must self-define as women or non-binary;
 - Staff(including student managers) as non-voting members;
 - And the Ethical Issues Officer.

Bye-Law 2: Code of Conduct for Union Meetings

- 2.1 This Code of Conduct is written with the intent of ensuring free and equal debate, and are to be interpreted in that spirit.
- 2.2 A speaker shall always address the Chair, who shall remain impartial. No-one may speak whilst the Chair is speaking.
- 2.3 A Chair and Deputy Chair for the meeting shall be elected by the voting representatives in attendance at the first meeting of the academic year, subject to Clauses 81 to 82 of the Articles of Association. In their absence the meeting can elect its own Chair, who must be an Ordinary member of the Union, subject to Clauses 81 and 82 of the Articles of Association.
- 2.4 Subject only to a challenge, as provided in this Bye-Law, the Chair's ruling on any question shall be final.
- 2.5 The Chair shall ensure that the meeting is in order and that remarks are relevant to the question under debate.
- 2.6 If any member causes a disturbance the Chair may record the offender's name in the minutes. If that member persists they shall be expelled from that meeting, and may not return until an apology satisfactory to the meeting has been given in writing.
- 2.7 Meetings must be conducted in accordance with Bye-Law 7: Staff Protocol.
- 2.8 No meeting of the Union, shall discuss the personal affairs of a member.
- 2.9 Meetings must include the following business items:
- 2.9.1 Approval of minutes of the last meeting;
 - 2.9.2 matters arising from the minutes;
 - 2.9.3 Reports from relevant office holders or representatives of relevant committees;
 - 2.9.4 Formative open discussions on topics, presented as information and questions; the Student Officer Committee should determine the subjects for Open Discussion at each meeting following consultation with Councillors. If no sitting Student Officer Committee takes place between Council meetings, a vote is taken online with a range of discussion topics. If it is felt that

the time would best be spent discussing motions, then the open discussion section can be withdrawn.

- 2.9.5 Summative motions on topics, presented as notes (facts), believes (opinions) and resolves (mandates on individual members of the Student Officer Committee, the Student Officer Committee as a whole or the Board of Trustees)
- 2.10 Resolutions shall be submitted eight working days before the meeting to be circulated to Councillors for comment and discussion; the agenda shall close for other items four working days before the meeting and shall be published at least three working days before the meeting.
- 2.11 Emergency items can only be accepted for consideration with the approval of the voting representatives at the meeting.
- 2.12 Special or emergency meetings shall, where possible, give five working days' notice, and require a minimum of 48 hours' notice.
 - 2.12.1 Emergency Meetings of Council will be held in accordance with Bye-Law 2: Conduct of Union meetings, but clauses 2.9-2.11 will not apply.
- 2.13 A motion, amendment or any other item shall be ruled out of order if it:
 - 2.13.1 seeks to alter or rescind policy of higher bodies;
 - 2.13.2 seeks to commit the Trustees, the Student Officer Committee, Union Council, the Directors of the Union's subsidiary companies, the Union's staff or any other person to an illegal act, or seeks to commit Union resources to an illegal act;
 - 2.13.3 seeks to amend the Articles of Association unless it is a properly submitted Articles of Association amendment, or is in contravention to the terms of the Articles of Association and Byelaws, including Byelaw 7: Staff Protocol;
 - 2.13.4 makes a judgment about or includes a view on an individual, external organization or company that does not include robust evidence, and/or contain verifiable quotes and/or is defamatory.
- 2.14 The power and responsibility to exercise clause 2.13 shall rest with the chair, save that any such decision

shall be able to be overturned by the Trustee Board (or Management Committee acting in lieu of Trustee Board). Any such overrule shall be reported to Council.

- 2.15 Items may be withdrawn by the proposer, but it shall then be open to the seconder or other member to propose that item, provided that it is done immediately after such withdrawal.
- 2.16 Unless agreed by the meeting, no item shall be discussed for more than sixty minutes. After sixty minutes, if the meeting agrees no further discussion on the item shall take place, there shall be a summing up speech by the proposer followed immediately by a vote.
- 2.17 If an amendment is accepted by the proposer of the original motion, it shall be included in the original motion.
- 2.18 An amendment to a motion may be proposed to the proposer and the Chair any time following the publication of the agenda until 48 hours before the meeting begins. Should the proposer reject such an amendment, it may be considered at the meeting. No further amendments may be submitted, save for minor textual amendments.
- 2.19 Any further amendment to the original amendment may be considered at the Chair's discretion.
- 2.20 All debates will be structured as follows:
- a) a proposing speech (lasting up to 5 min),
 - b) questions and clarifications,
 - c) a speech against (lasting up to 5 min),
 - d) a second proposing speech (lasting up to 3 min),
 - e) a second speech against (lasting up to 3 min),
 - f) a summation (lasting up to 2 min).
- 2.21 There shall be no summation if there has not been a speech against. Proposers may waive their right to a proposing speech and/or a summation if they wish.
- 2.22 At the start of a debate the proposer will be invited to make a proposing speech, and then all amendments will be debated in turn, with a proposing speech, a speech against, points and summation.
- 2.23 Extra rounds of speeches on motions or amendments, may be granted at the Chair's discretion based on indications from the floor. These rounds of speeches will be up to three minutes in length each.

- 2.24 Amended debates will always end with a balancing opposing speech on the substantive and a summation.
- 2.25 The allocation of the order and interrelationships of a motion and amendments to it shall be determined by the Chair at their absolute discretion following appropriate consultation with submitting Councillors.
- 2.26 A motion to remove the Chair of the meeting and elect another one shall be tabled in the same way as any other motion and shall force the resignation of the Chair on a simple majority of those present and voting support the motion.
- 2.27 Each member shall have one vote, and members may vote in person or electronically.
- 2.28 If there are an equal number of votes both for and against the Chair shall exercise the casting vote. The Chair shall not otherwise vote even if they have temporarily stepped out of the Chair, subject to Clauses 82 to 84 of the Articles of Association.
- 2.29 Except during voting a member may raise a point of order, as outlined below, by raising a hand and calling "order". The Chair shall immediately hear the point of order and rule on it. Points of order include:
Points of order include:
- 2.29.1 Call of quorum.
 - 2.29.2 Challenge of the Chair's ruling, which can be raised only on the grounds that it contravenes the Articles of Association, these Bye-Laws or Policy. When a challenge is made the Chair shall relinquish the role of Chair. The proposer of the challenge and the Chair shall have up to one minute to state their cases, and the challenge shall then be put to the vote. A challenge shall be accepted by a simple majority of those present and voting.
 - 2.29.3 Assertion that the matter under question contravenes the Articles of Association and to defer a decision until the Trustee Board has met to interpret the Articles of Association.
 - 2.29.4 Clarification from or through the Chair.
 - 2.29.5 Procedural Motions as outlined in this Bye-Law.

- 2.30 Procedural motions shall be, in order of precedence, that:
- 2.30.1 Move to a vote on the item;
 - 2.30.2 Consider the item in parts;
 - 2.30.3 The number and duration of speeches be reduced;
 - 2.30.4 The item be considered by referendum, subject to terms outlined elsewhere in these Bye-Laws or the Articles of Association;
 - 2.30.5 The item be referred to a later meeting;
 - 2.30.6 The item be referred to a committee for examination and report, or referred back to a committee for re-examination and report;
 - 2.30.7 The item to not be considered; or
 - 2.30.8 The meeting be adjourned temporarily.
 - 2.30.9 The Meeting be subject to a time guillotine to be decided by Council.
 - 2.30.10 The item be moved to the top of the agenda.
 - 2.30.11 That an item be referred to an assembly or caucus.
- 2.31 Meetings of council must ensure that when a vote takes place, it must be conducted through a method of secret voting, although all votes must subsequently published once the meeting has closed.
- 2.32 Amendments to the Articles of Association or these Bye-Laws may only be considered if they appear in full on the properly published agenda, under the heading 'Amendment to the Articles of Association' or 'Amendment to the Bye-Laws'. The amendment and section/paragraph to be amended must be stated clearly.
- 2.33 Any Union or University member of staff can attend council; however to speak they must be approved by the council via vote.
- 2.34 A cycle of business will be proposed by the Chair of Union Council, in collaboration with the Campaigns & Democracy Officer, at the first Union Council of the academic year to facilitate broad discussions in accordance with 2.9.4. Councillors may amend this

discussion and submit any item for discussion, provided it does not contravene the Byelaws or Articles of Association, to the agenda of any meeting of Union Council.

2.35

Bye-Law 2 must be reviewed by the first Union Council alongside a broader review of democratic processes once a term on consideration of recommendations made by the Campaigns and Democracy Officer in collaboration with the Student Officer Committee and the Democratic Procedures Committee.

Bye-Law 3: Liberations Societies and Assemblies

Graduate Assembly

- 3.1 There shall be a Graduate Assembly which shall include as members those students registered on a Postgraduate programme of study.

Graduate Assembly Meetings

- 3.1.1 Assembly meetings, which will be open meetings of all Postgraduate students, will be entitled to form, deliberate upon and determine Assembly policy in accordance with regulations based on those of Byelaw 2: Code of Conduct for Union Meetings and approved by an Assembly meeting.
- 3.1.2 The Graduate Assembly shall have the power to send policy recommendations to Union Council, should at any stage the assembly wish to form, alter or lapse any existing UUEAS policy.
- 3.1.3 The Graduate Assembly shall elect a chair for the academic year who shall be responsible for impartially chairing meetings and compiling any necessary papers.
- 3.1.4 The Graduate Assembly shall meet at least twice per semester and may, at the discretion of the Chair, hold additional meetings during the examination period and the summer.
- 3.1.5 The Graduate Assembly shall have the power to pass motions of censure and commendation in members of the Student Officer Committee in relation to their work as it relates to Postgraduate students.
- 3.1.6 The Graduate Assembly shall have the power to pass motions of no confidence in members of the Postgraduate Committee. Any member of the Postgraduate Committee who is subject to a successful motion of no confidence shall cease to hold office on the Postgraduate Committee with immediate effect. A motion of no confidence shall require a two thirds majority of voting members present at a quorate meeting of the assembly.
- 3.1.7 The Graduate Assembly shall have the power to pass motions of no confidence in the Postgraduate Education Officer by a 2/3rds majority of attendees at a Graduate Assembly meeting that has a special quorum of 2.5% of the eligible membership.
- 3.1.8 The Graduate Assembly may elect 5 members who shall sit on both Union Council and the Postgraduate Committee.
- 3.1.9 The Graduate Assembly may elect one member to sit on the UUEAS Board of Trustees.

3.1.10 There shall be a quorum of 20 members.

Liberations Societies

- 3.2 The Liberation Societies will have a role and function as set out in the Articles. They shall organise and structure themselves as they see fit, save that:
- 3.2.1 their membership shall be automatically allocated to all students self-defining into that group;
 - 3.2.1 they shall approve rules governing their society by referendum and in proposing those rules will have a duty to ensure intersectionality;
 - 3.2.2 they may recognise Societies that are a constituent part of that wider Liberation Society and
 - 3.2.3 they may recognise associate societies whose membership or purpose has a direct link to that Liberation Group.

Assemblies

- 3.3 The Assemblies will have a role and function as set out in the Articles. They shall organise and structure themselves as they see fit, save that:
- 3.3.1 their membership shall be automatically allocated to all students entitled to be part of that group except
 - 3.3.2 in the case of the postgraduate assembly, they shall approve rules governing their society by referendum and in proposing those rules will have a duty to ensure intersectionality.

Bye-Law 4: Student Officer Job Descriptions

All Student Officers shall be elected in accordance with Bye-Law 4: Election Regulations Pursuant to the Articles of Association.

Full Time Officers

- 4.1 **All Full Time Officers shall:**
- 4.1.1 Take a coordinating lead on issues relevant to their roles whilst being careful to involve other sabbatical officers and members of the Student Officer Committee;
 - 4.1.2 Contribute positively to joint Union events, projects and meetings;
 - 4.1.3 Be accountable to the Union Council, reporting to each meeting on their activity and achievements;
 - 4.1.4 Maximise contact with students by engaging with them face to face and online;
 - 4.1.5 Monitoring key issues and problems affecting the student population and ensuring the Union is acting on these;
 - 4.1.6 Plan, promote, and run campaigns on key student issues;
 - 4.1.7 Represent students on University Boards, Committees and working groups;
 - 4.1.8 Promote group and team objectives and the campaign priorities to students, and reporting on progress;
 - 4.1.9 Adhere to and comply with Articles of Association, Bye-Laws and policies of the Students' Union;
 - 4.1.10 Be Trustees of the Union (where eligible in charity law) having legal responsibility for the Union;
 - 4.1.11 Be Directors of the Union's subsidiary companies (where eligible in company law) having legal responsibility for the Union's commercial services;
 - 4.1.12 Be employees of the Union for the duration of their term in office, their terms and conditions of employment set by the Trustee Board;
 - 4.1.13 One Full-Time Officer shall be appointed by the Management Committee, to the position of lead delegate for NUS National Conference.

4.2 **The Undergraduate Education Officer shall be elected by and from undergraduates and shall take a lead on:**

- 4.2.1 Securing positive change for undergraduate UEA students in their education and research;
- 4.2.2 Being the voice of UEA students on undergraduate education and access to the University;
- 4.2.3 Working with members of University staff, through formal meetings and informal discussions, to achieve improvements in undergraduate education;
- 4.2.4 Having joint responsibility for building support for changes in University and Government education policy and practice by co-ordinating the collation of evidence of student opinions and commissioning new research;
- 4.2.5 Having responsibility for developing, supporting and training undergraduate student representatives from across the University;
- 4.2.6 Being politically accountable for the Union's academic advice services;
- 4.2.7 Being the Union's main link to NUS' Higher Education Zone; and
- 4.2.8 Being the primary Full Time Officer member of the Education Sub-Committee.

4.3 **The Postgraduate Education Officer shall be elected by and from postgraduates and shall take a lead on:**

- 4.3.1 Securing positive change for postgraduate UEA students in their education and research;
- 4.3.2 Being the voice of UEA students on postgraduate education and research to the University;
- 4.3.3 Working with members of University staff, through formal meetings and informal discussions, to achieve improvements in postgraduate education and research;
- 4.3.4 Having joint responsibility for building support for changes in University and Government education policy and practice by coordinating the collation of evidence of student opinions and commissioning new research;
- 4.3.5 Having responsibility for developing, supporting and training postgraduate student representatives from across the University;

- 4.3.6 Being politically accountable for support for the Graduate Students Association;
 - 4.3.7 Being the Union's main link to NUS' Postgraduate Section; and
 - 4.3.8 Being a member of the Education Sub-Committee.
- 4.4 **The Welfare, Community and Diversity Officer shall be considered a "Major Union Office" holder under the Education Act 1994 and will take a lead on:**
- 4.4.1 Extending, promoting and defending the rights of students on issues relating to access to education, equality of opportunity and student welfare through lobbying and campaigning activity;
 - 4.4.2 Strengthening and developing relationships between students and their local community;
 - 4.4.3 Being the voice of UEA students on issues relating to student welfare, equality of opportunity liberation, diversity and access to education;
 - 4.4.4 Engagement with the University and other relevant organisations to achieve improvements on matters relating to, equality of opportunity student welfare and access to education;
 - 4.4.5 Developing of support for changes in policy and practice by presenting evidence of student opinion and commissioning new research;
 - 4.4.6 Being politically accountable for the Union's welfare advice and housing services;
 - 4.4.7 Being the main link to the NUS' Union Welfare Zone; and
 - 4.4.8 Being the primary Full Time Officer member of the Welfare, Equality and Diversity Sub-Committee.
- 4.5 **The Activities and Opportunities Officer shall be considered a "Major Union Office" holder under the Education Act 1994 and will take a lead on:**
- 4.5.1 Securing opportunities for students to participate in extra and co-curricular activities whilst at UEA;
 - 4.5.2 Improving the student experience by developing successful clubs, societies and student media groups;
 - 4.5.3 Recommending the allocation of the resources available, on a fair and equitable basis, between the Union's clubs, societies and student media groups;

- 4.5.4 Developing, supporting and training students who sit on the committees of the Union's clubs, societies and student media groups;
 - 4.5.5 Ensuring strategies are in place to enable students to recognise their development in these activities and make use of them in future employment;
 - 4.5.6 Being the voice of UEA students on employability and student sport;
 - 4.5.7 Act as Publisher of Concrete, the student newspaper;
 - 4.5.8 Being politically accountable for the Union's student opportunities services;
 - 4.5.9 Being the Union's main link to NUS' Union Development Zone; and
 - 4.5.10 Being the primary Full Time Officer member of the Societies and Sports Executives.
- 4.6 **The Campaigns and Democracy Officer shall be considered a "Major Union Office" holder under the Education Act 1994 and will take a lead on:**
- 4.6.1 Improvement of the democratic legitimacy and relevance of the Union through vibrant and accessible democratic processes and informal feedback mechanisms that make the Union truly student-led;
 - 4.6.2 Co-ordination of the process of democratic allocation of the Union's resources;
 - 4.6.3 Ensuring that the Union is well-developed and well-resourced in order to enable it to make students' lives better;
 - 4.6.4 Improving student engagement in the Union's campaigning activity by developing campaigning networks of students in the Union's clubs, societies and peer support groups;
 - 4.6.5 Development of and support for the Union's Priority Campaigns;
 - 4.6.6 Ensuring that the Union's commercial and non-commercial services plan for the changing needs of the Union's members;
 - 4.6.7 External Union communications including those with external and student run media;
 - 4.6.8 Development of, support for and training of Union Councillors;

- 4.6.9 Being politically accountable for the Union's communications and social enterprise teams;
 - 4.6.10 Being the Union's main link to NUS' National Executive Council; and
 - 4.6.11 Being the primary Full Time Officer member of the Ethical and Environmental Sub-Committee.
- 4.7 Full-Time Officers shall begin their term in office on July 1st, and shall have a transitional period of employment lasting no more than 10 working days prior to July 1st for the purpose of training only.

Part Time Officers

- 4.10 Part-Time Officers shall begin their term in office on July 1st and end it on June 30th the following year. A handover period will be organised with the previous office holder in the period between their election and their taking of office.
- 4.11 **The Environment Officer shall:**
- 4.11.1 Liaise with the University over internal environmental matters;
 - 4.11.2 Provide a link between relevant societies and the Student Officer Committee;
 - 4.11.3 Improve awareness of environmental issues and be responsible for relevant campaigns; and
 - 4.11.4 Work on improving internal recycling facilities.
- 4.12 **The Ethical Issues Officer shall:**
- 4.12.1 Liaise with the University over internal ethical matters;
 - 4.12.2 Provide a link between relevant societies and the Student Officer Committee;
 - 4.11.3 Improve awareness of ethical issues and be responsible for relevant Campaigns; and
 - 4.12.4 Work on maintaining and enhancing the ethical status of the Union and the University.
- 4.13 **The four Non-Portfolio Officers shall:**
- 4.13.1 Fulfil all the duties as outlined in their manifesto, subject to Union policy and the strategic plan; and

- 4.13.2 Not undertake any duty that infringes upon or overlaps with the job descriptions of other officers of the Student Officer Committee.
- 14.13.3 At least two of the Non-Portfolio Officers must self-define as women or non-binary.
- 4.14 **The Women's Officer shall:**
 - 4.14.1 Represent the interests of women students and be their voice on the issues they face as women students at university;
 - 4.14.2 Engage with the University and other relevant organisations to achieve improvements for women students on the issues they face as women at university;
 - 4.14.3 Liaise with the members of the relevant clubs, societies or peer support groups; and
 - 4.14.4 Be the Union's delegate to the NUS Women's Conference.
- 4.15 **The LGBT+ Officer (Open Place) shall:**
 - 4.15.1 Represent the interests of LGBT+ students and be their voice on the issues they face as LGBT+ students at university;
 - 4.15.2 Engage with the University and other relevant organisations to achieve improvements for LGBT+ students on the issues they face as LGBT+ students at university;
 - 4.15.3 Liaise with the members of the relevant clubs, societies or peer support groups; and
- 4.16 **The LGBT+ Officer (Transgender and Non-Binary Place) shall:**
 - 4.16.1 Represent the interests of LGBT+ students and be their voice on the issues they face as LGBT+ students at university;
 - 4.16.2 Engage with the University and other relevant organisations to achieve improvements for LGBT+ students on the issues they face as LGBT+ students at university;
 - 4.16.3 Liaise with the members of the relevant clubs, societies or peer support groups; and
- 4.17 **The Students with Disabilities Officer (Physical Disabilities Place) shall:**

- 4.17.1 Be one of two Officers that represent the interests of students with disabilities and be their voice on the issues they face as students with disabilities at university;
 - 4.17.2 Engage with the University and other relevant organisations to achieve improvements for students with disabilities on the issues they face as students with disabilities at university;
 - 4.17.3 Liaise with the members of the relevant clubs, societies or peer support groups; and
 - 4.17.4 Be the Union's delegate to the NUS Disabled Students Conference.
- 4.18 **The Students with Disabilities Officer (Invisible Disabilities Place) shall:**
- 4.18.1 Be one of two officers, that represents the interests of students with disabilities and be their voice on the issues they face as students with disabilities at university;
 - 4.18.2 Engage with the University and other relevant organisations to achieve improvements for students with disabilities on the issues they face as students with disabilities at university;
 - 4.18.3 Liaise with the members of the relevant clubs, societies or peer support groups; and
 - 4.18.4 Be an observer to the NUS Disabled Students Conference.
- 4.19 **The Ethnic Minorities Officer shall:**
- 4.19.1 Represent the interests of ethnic minority students and be their voice on the issues they face as ethnic minority students at university;
 - 4.19.2 Engage with the University and other relevant organisations to achieve improvements for ethnic minority students on the issues they face as ethnic minority students at university;
 - 4.19.3 Liaise with the members of the relevant clubs, societies or peer support groups; and
 - 4.19.4 Be the Union's delegate to the NUS Black Students Conference.
- 4.20 **The Mature Students Officer shall:**
- 4.20.1 Represent the interests of mature students and be their voice on the issues they face as mature students at university;

- 4.20.2 Engage with the University and other relevant organisations to achieve improvements for mature students on the issues they face as mature students at university;
- 4.20.3 Liaise with the members of the relevant clubs, societies or peer support groups; and
- 4.20.4 Be the Union's delegate to the NUS Mature Students Conference.

4.21 **International Officers (Non-EU and EU) shall:**

- 4.21.1 Represent the interests of international students and be their voice on the issues they face as international students at university;
- 4.21.2 Engage with the University and other relevant organisations to achieve improvements for international students on the issues they face as international students at university;
- 4.21.3 Liaise with the members of the relevant clubs, societies or peer support groups;
- 4.21.4 The Union's delegate to the NUS International Students Conference shall be elected by the international student body.

4.22 **The Chair of the PostgraduateSU Committee shall:**

- 4.22.1 Fulfil the responsibilities as defined by Bye-Law 1.22
- 4.22.2 Be an observer at the NUS Postgraduate Conference.
- 4.22.3 Be an ex-officio member of the Student Officer Committee.

4.23 **Election of Part-time Student Officers as Trustees**

In addition, two of the Part-time Student Officers shall be elected from their number to be Trustees of the Union (where eligible in charity law) having legal responsibility for the Union.

4.24 **Election of Part-time Student Officers by self-defined constituencies**

The LGBT+ Officer (Open Place), the LGBT+ Officer (Trans and Non-Binary Place), Women's Officer, Students With Disabilities Officer, Ethnic Minorities Officer, International Students Officers (Non-EU and EU), Mature Students Officer and Postgraduate Officer shall be considered Equal Opportunities Officers and shall be elected by ordinary members who self-define as members of the constituency that the Equal Opportunity Officer represents.

Amendments to this Bye-Law

- 4.25 Should this Bye-Law be amended or repealed: the job descriptions which were valid at the time of election for the posts of the current Student Officers or Student Officers-elect shall remain valid for the term of office which these Officers are set to hold. It is therefore advisable that any changes to this Bye-Law are made at the earliest possible time in the academic year.

Bye-Law 5: Election Regulations Pursuant to the Articles of Association

These are the rules governing the election of Student Officers, Equal Opportunities Officers, Course Representatives, Union Council Representatives and delegates to the NUS National Conference.

Rules governing the election of Student Officers and the NUS National Conference Delegates.

Returning Officer

- 5.1 The Returning Officer shall be a suitably qualified person external to the University of East Anglia, appointed by the Board of Trustees of the Union of UEA Students and formally approved by the University Registrar. The Returning Officer shall be ultimately responsible for the election.
- 5.2 The Returning Officer shall monitor the actions of the Deputy Returning Officer, who shall be appointed by the Student Officer Committee and cannot be an ordinary member of the Union, for each election, and will determine any complaint relating to the conduct of the election where appropriate.
- 5.3 The Returning Officer, and the Deputy Returning Officer, shall undertake any duties necessary to ensure the fair and proper conduct of the elections.
- 5.4 The Returning Officer shall publish a list of any election rules or interpretations and the timeline for each election in advance of the election taking place having taken advice from the Deputy Returning Officer and the Democratic Procedures Committee.
- 5.5 The Returning Officer has executive responsibility for interrupting the election regulations and other bye-laws which may impact on the election. They will not normally have "day-to-day" interaction with candidates however retain powers to intervene in the election alongside acting as the final route of appeal for candidates.
- 5.6 The Deputy Returning Officer will have the delegated powers from the Returning Officer to issue rulings and warning to those taking part in the election in relation to the election regulations and other bye-laws.

- 5.7 The Deputy Returning Officer shall be responsible for ensuring there is support and guidance provided to candidates and potential candidates wishing to take part in the elections. The details of this support and guidance should be advertised in advance of the election period.
- 6.8 During the course of the election period additional support may be called on to ensure elections are well run and administered correctly. The Returning Officer and Deputy Returning Officer have the discretion to introduce other election officials to provide this.

Principles of a Union of UEA Students Election and Rules

- 5.9 All elections taking place at the Union of UEA Students shall be: fair and open, democratic, accessible and transparent.
- 5.10 A timetable for the election period will be set out by the Deputy Returning Officer, on advice from the Student Officer Committee and Democratic Procedures Committee and made available to members in advance of the election period. All voting figures will be published in good time after the election closes.
- 5.11 The Returning Officer and the Deputy Returning Officer will publish election campaigning rules, on advice from the Student Officer Committee and Democratic Procedures Committee, that adhere to these principles in advance of the close of nominations for an election.
- 5.12 It is the role of the Returning Officer, and Deputy Returning Officer, to ensure these principles and the subsequently adopted rules are upheld. Where it is felt that these adopted rules are not being upheld by a candidate the Returning Officer, on advice from their Deputy, make take the following action:
- 5.12.1 the disqualification of a candidate or candidates from the election;
 - 5.12.2 that promotional materials (including but not limited to posters, flyers and online materials) contravening the regulations be removed;
 - 5.12.3 that publicity be displayed at any fixed Union polling stations and online giving details of an infringement;
 - 5.12.4 order a re-election, starting the election process at any stage

- 5.12.5 order a re-vote, which shall mean all the election stages which follow completion of nominations, and shall not include the reopening of nominations
- 5.12.6 order the non-payment of a campaign expenses claim
- 5.12.7 Student Officers are prohibited from endorsing electoral candidates. 'Endorsement' is defined as showing support for candidates through attempting to persuade or dissuade persons to vote for a candidate. This may be through writing, creating and distributing a candidate's campaign materials and manifesto.
- 5.12.8 Student Officers that choose to re-stand for a second term are exempt from self-endorsement. 'Self-endorsement' is defined as showing support for candidates through attempting to persuade or dissuade persons to vote for oneself. This may be through writing, creating and distributing their own campaign materials and manifesto
- 5.12.9 Part time officers will have their officer rights suspended for the duration of the election period if they have actively solicited in an endorsement.
- 5.12.10 Full time officers will be suspended from their role for the duration of the election period if they have actively solicited in an endorsement.
- 5.12.11 Society and club members may endorse individually but not on the behalf of the entire student group. For example, a president of a club can say you should vote, but cannot say you should vote on behalf of the entire club membership.
- 5.13 The Deputy Returning Officer has the power, devolved from the Returning Officer, to issue warnings to candidates in the election and should set out in these warnings the action which shall follow if they are not heeded which could be any of the above.
- 5.14 The Deputy Returning Officer has the power, devolved from the Returning Officer, to suspend a candidate from the election pending the outcome of an investigation into an alleged breach of rules. During this period, the candidate is not permitted to actively campaign or discuss publicly the reasons for their suspension.
- 5.15 In a Referendum, there shall be boxes for "Votes For", "Votes Against" and "Abstention".
- 5.16 The Question for the Referendum shall be determined by the body that calls the referendum, as outlined in Bye-Law 1.3, subject to its approval by Management Committee who

shall rule on the wording, being careful to avoid loaded questions. In the case of a petition, students should propose a question for Management Committee's approval before the petition is launched.

- 5.17 These principles and rules will be kept under review to enable and maximise participation in elections and measures to restrict activity of candidates and campaigns to ensure fairness, and to this effect the Deputy Returning Officer will make recommendations in their Annual Report to the Union Council on adaptations.

Standing in the Election and Campaigning

- 5.18 Members wishing to stand as a candidate in any election will be required to complete and supply to the Deputy Returning Officer all relevant nomination material in advance of the close of nominations.
- 5.19 Where possible manifestos or their equivalent will be promoted via student media. It is the responsibility of the Deputy Returning Officer to organise this and no individual candidate should attempt to promote themselves in any Union run student media.
- 5.20 An opportunity will be provided to members to ask question to the candidates standing in the election. The rules for taking part in this will be developed by the Deputy Returning Officer and made available to candidates in advance of the event.
- 5.21 Candidates accept any terms and conditions of employment relating to the post at the point of nomination by completing the relevant nomination form.
- 5.22 Any candidate may withdraw their nomination by informing the Deputy Returning Officer and the Returning Officer, in writing, at any point.
- 5.23 Whereas candidates may well adopt similar policy stances and use similar publicity materials to other candidates, no candidate's publicity will be permitted to promote another candidate, in the same or other election.
- 5.24 Should any member have objections regarding the eligibility of any candidates these should be made in writing to the Deputy Returning Officer in advance of the voting period opening.

The Ballot Paper

- 5.25 In any election where there are any nominations the ballot paper shall include the statement "Re-open Nominations" (RON). RON will be treated like any other candidate and as such will have a campaign budget equal to the other candidates, will have their votes counted in the same manner and will fall under the same disciplinary actions as the other candidates. If at any stage of the count RON candidate gains the required number of votes to be elected, it shall be deemed to have been elected and any surplus and any further votes, transferred to a further RON candidate. This stage shall be repeated as often as required. The returning officer shall declare unfilled the number of vacancies equal to the number of 're-open nominations' candidates deemed to have been elected, if any.

Voting

- 5.26 The voting system used will be the Single Transferable Vote.
- 5.27 Candidates and their representatives shall not attempt to bully or intimidate a member into voting for a particular candidate or preference. As such, they must not approach any member who in the process of casting their vote.

Complaints and Results

- 5.28 Any complaint on the conduct of the election or of any violation of these Regulations must be made in writing to the Deputy Returning Officer prior to the count, except where the complaint relates to the conduct of the count itself. If the complainant is dissatisfied with the resolution of the Deputy Returning Officer, or the Deputy Returning Officer is the subject of the complaint, the complainant may make the complaint in writing to the Returning Officer whose ruling shall be final.
- 5.29 All election results shall be reported, by the Deputy Returning Officer to the next meeting of Union Council.

The Count

- 5.30 The count shall be supervised by the Returning Officer or their nominee

- 5.31 The Count should be conducted in accordance with rules outlined by the Electoral Reform Society for running elections by Single Transferable Vote.
- 5.32 Complaints about the count must be made in writing to the Returning Officer no later than one working day after the announcement of the result.
- 5.33 The results of the election will only come into effect once the Returning Officer has certified that the result is the accurate outcome of a free and fair democratic procedure.
- 5.34 A count shall only commence once all complaints and appeals about campaigners have been resolved.
- 5.35 The count should commence only after the Deputy Returning Officer is satisfied that all complaints relating to the conduct and administration of the election have been resolved.

Rules governing the election of Union Council representatives

- 5.37 The Campaigns and Democracy Officer shall be responsible for the organisation of elections to Union Council positions, including the appointment of a Returning Officer and the creation of an election timetable.
- 5.38 Elections to clubs, societies and peer support groups' representatives will take place at the same time as elections to their committees.
- 5.39 Elections to school representatives will take place at least 1 week before the first council of the first term of an ordinary academic year (as defined by UEA), to allow for the announcement of results
- 5.40 Election rules, where deemed applicable by the Campaigns and Democracy Officer and the Returning Officer, will be the same as those used for elections to other UUEAS positions.
- 5.41 Elections will take place through Single Transferable Vote and will be contested by all valid candidates nominated as well as 'Re-Open Nominations'.
- 5.42 The Campaigns and Democracy Officer shall be responsible for co-ordinating by-elections for positions that remain vacant after the main elections for Council positions have taken place.

- 5.43 The Education Officers shall be responsible for the organisation of this election process and will publish a timetable and details accordingly.
- 5.44 If the number of candidates is less than or equal to the number of vacancies they shall be declared elected without a ballot being held. If an election is held it will be by Single Transferable Vote.

Bye-Law 6: Complaints

- 6.1 A member or group of members who are dissatisfied in their dealings with the Union or who claim to be unfairly disadvantaged by reason of their having exercised their right not to be an ordinary member shall submit their complaint in writing to the union.info@uea.ac.uk
- 6.2 The complainant shall receive formal acknowledgement of their complaint within five working days, which would outline the eligibility of the complaint for further investigation. Complainants will receive an update on the investigation within ten working days. The outcome of the complaint shall be sent within fifteen days of the initial receipt of the complaint, which will include details of the right to appeal. If necessary the union can request more time to investigate with just reason.
- 6.3 If after ten working days from the receipt of a complaint the complainant is not satisfied with the action taken by the Union to remedy their complaint they may appeal in writing to the Management Committee
- 6.4 If after ten working days from the receipt of an appeal to the Management Committee the complainant is not satisfied with the action taken by to the Management Committee to remedy their complaint they may appeal in writing to the next meeting of the Union Council. In the case of complaints against staff, they may appeal in writing to the Chief of Staff, or to the Chair of Trustees
- 6.5 If the complainant is not satisfied with the action taken by the following appeal under Bye-Law 6.3 to remedy their complaint, or more than twenty working days have elapsed since the complaint was originally received, they may appeal in writing to the Director of Student Services
- 6.6 If after ten working days the complainant or the Union is not satisfied with the action taken by the Director of Student Services they may appeal in writing to the Registrar and Secretary requesting that the complaint be determined by an independent person appointed by the University Council.
- 6.7 The Registrar and Secretary shall consult the Chair of the University Council who shall, unless the Chair determines the complaint to be frivolous, appoint an independent person to determine the complaint and whose decision shall be final and cannot be overturned by referenda.
- 6.8 The Union shall action any remedy determined by the Director of Student Services or the person appointed by the University Council. The Union shall action any remedy determined by the Director of Student Services or the person appointed by the University Council.

Bye-Law 7: Staff Protocol

Basis

- 7.1 The Union is established as a collective self-governing organisation of its members.
- 7.2 Central to the resources of the Union are the employed staff who provide for continuity, long-term planning, professional advice, managerial expertise and day-to-day operation and implementation of policy.
- 7.3 The purpose of this Protocol is to clarify the relationship between the members, their elected Student Officers and staff.
- 7.4 For the purposes of this Protocol, Full-time Student Officers of the Union will not be considered to be employed staff.
- 7.5 This Protocol will apply to student employees as staff during the hours at which they are at work. Additionally, student employees are not permitted to raise issues relating to their employment in any Union meeting.

Specific Intent

- 7.6 It is the specific intent of this agreement to ensure that the Union shall:
- 7.6.1 comply with employment legislation at the time being in force and any future legislation concerning the employment of staff;
 - 7.6.2 empower the Trustee Board to act with the full authority of the supreme body of the Union subject to Policy, the Articles of Association and these Bye-Laws;
 - 7.6.3 protect individual employees from breaches of reasonable confidentiality in respect of personal affairs and ensure that staff contractual matters are dealt with only by the Union's authorised agents;
 - 7.6.4 protect the Union from any interference in the conduct of its policymaking by employees;
 - 7.6.5 strive to be an Equal Opportunities employer;

- 7.6.6 maintain sound employment practices and good staff relations.

Trustee Board

- 7.7 The Trustee Board shall have responsibility for staff matters, but may delegate this power to the Management Committee or a committee set up for this specific purpose. Trustees shall:
 - 7.7.1 determine the agreed staffing establishment;
 - 7.7.2 take into consideration recommendations on staffing matters made by ordinary members via the democratic processes as set out in Bye-Law 1: Democratic Processes;
 - 7.7.3 oversee and implement the Union's Terms and Conditions of Employment;
 - 7.7.4 ensure that there is an annual review of staff;
 - 7.7.5 negotiate with Trade Unions when appropriate;
 - 7.7.6 and process all other staffing matters for which formal lines are not laid down either in this or other written documents.

Responsibilities of Staff

- 7.8 In order for the Union to remain truly student-led, staff are not allowed to be involved in the process of government.
- 7.9 Staff may attend meetings of any body of the Union when invited to do so by the Chair of the meeting.
- 7.10 Staff are expected to provide professional advice to elected student representatives on any matters within their area of work but shall not seek in any other way to unduly influence the policy making process of the Union.
- 7.11 Staff will not give public expression to views contrary to policy that deliberately bring the Union, its staff or its policy into disrepute.
- 7.12 Staff will not comment to representatives of the media, including student media, on policy or employment issues.

Responsibilities of the Union

- 7.13 Except as otherwise indicated, the Union shall under no circumstances permit any public discussion of matters relating to the responsibilities, Conditions of Employment, performance or conduct of members of staff in:
- 7.13.1 meetings, informal or formal, with members of the Union or University;
 - 7.13.2 any Union media, including student media, correspondence or publications of any kind.

Complaints by Staff

- 7.14 Any member of staff having cause for comment on a matter relating to a member or a group of members' behaviour shall raise that matter with the Union's Chief of Staff, who shall refer it to the Campaigns and Democracy Officer for investigation and appropriate action under Clause 24 of the Articles of Association.
- 7.15 Any member of staff having cause for comment on a matter relating to a Student Officer or group of Student Officers' behaviour shall raise that matter with the Union's Chief of Staff for investigation. If it is deemed by the Chief of Staff to merit action, they shall confidentially refer it to the Trustee Board. The Trustee Board can, at their sole discretion, decide whether to use their powers under Clause 24. They can also decide whether the matter is severe enough to merit raising the issue with Union Council. Union Council can then decide whether to take appropriate action under Bye Law 4, Clause 26.
- 7.16 Any individual member of staff having cause for comment on a matter relating to them as an individual member of staff or to another member of staff shall raise the matter through the management structure in confidence, and whenever appropriate in confidence with the Union's Chief of Staff.

Complaints about staff

- 7.17 Should there be any occasion when a member of UUEAS wishes to raise a criticism of a member of staff, a group of staff or "the staff of UUEAS" this procedure should be followed:

- 7.17.1 The matter should be raised with the Chair of the Trustee Board, who will then refer the matter for initial investigation to the Chief of Staff. In the event the matter relates to the Chief of Staff, the matter will be referred to an external Trustee or external Trustees for initial investigation.
- 7.17.2 The CEO or External Trustee as appropriate will be responsible for ensuring that the matter is discussed through the established structures with the staff member(s), in consultation with the staff trade union where appropriate.
- 7.17.3 Where the initial investigation reveals that a disciplinary matter may have occurred, the normal disciplinary procedure will apply.
- 7.17.4 A reply to the member will be conveyed through the Chair of the Trustee Board.
- 7.17.5 If the member remains dissatisfied with the reply, an appeal can be lodged with the Board of Trustees.
- 7.17.6 Only after the exhaustion of this procedure may a member raise the issue in the democratic forums of the Union, in the context of debate on the Management Committee's handling of personnel matters. The member shall not refer to the member of staff by name or position and shall not use this as an opportunity to go over the details of their original complaint.
- 7.17.7 Given that contractually, staff do not have a right of reply in public or democratic forums, where members fail to abide by this procedure, the matter will be dealt with via the code of conduct and shall be considered as harassment.

Bye-Law 8: Equal Opportunities Regulations

The Union of UEA Students is committed to equality of opportunity for all. We will campaign against discrimination, promoting a community in which all individuals may contribute without the fear of discrimination.

- 8.1 The Union is committed to treating everyone equally and with respect. Discrimination (direct or indirect), particularly that based on a person's age, colour, disability, ethnic origin, gender, HIV status, marital status, nationality, political beliefs, religion or belief, race, sexual orientation, spent or irrelevant criminal convictions, trade union membership or sub-culture identification will not be tolerated. This Union promotes equal opportunities as an employer, as a representative campaigning body and as provider of services.

Principles

- 8.2 These regulations exist to:
- 8.2.1 Ensure that this Union is proactive in promoting equality of opportunity.
 - 8.2.2 Ensure sanctions are in place to deal with those that fail to comply with the procedures and guidelines.
 - 8.2.3 Commit the Union to monitoring the implementation of these regulations and the evaluation of their effectiveness.

Objectives

- 8.3 The Union is a campaigning organisation that needs to represent its diverse membership. The Union recognises that inequality; oppression and discrimination exist and aims to work towards elimination of discrimination and the provision of equality of opportunity for its members and employees. In recognising this, the Union has the following objectives:
- 8.3.1 To create and sustain a positive and welcoming environment for all members, visitors and staff;
 - 8.3.2 To increase the participation of all members;
 - 9.3.3 To increase the accessibility of information for students and staff;
 - 8.3.4 To ensure that activities and events meet the needs of the diverse membership;

- 8.3.5 To ensure that Student Officers and staff are aware of the diversity of the Union's membership;
- 8.3.6 To ensure that the decision making bodies of the Union represent the diverse needs of its members;
- 8.3.7 To address any attitudinal, organisational and physical barriers that may prevent equality of opportunity;
- 8.3.8 To increase awareness within the organisation of the needs of disadvantaged groups in order to provide more relevant service and prevent discrimination from occurring;
- 8.3.9 To ensure that the Union meets and where desirable exceeds legislative requirements.

Code of Practice

- 8.4 There is a code of practice for members and staff covering the detailed implementation of these regulations. The Union will publish and annually review the code of practice. Mechanisms for registering complaints are detailed in the code of practice.
- 8.5 The operation and implementation of these regulations is the overall responsibility of the Trustee Board.

Equality, Diversity and Inclusion Committee (EDICT)

- 8.6 There will be a committee of student leaders and uea(su) staff, and an external trustee. The committee will be called the Equality, Diversity, and Inclusion Committee (EDICT). EDICT will actively carry out research on issues of equality, diversity, and inclusion of liberation groups on campus. EDICT will carry out an audit of uea(su)'s Equality Strategy every two years. EDICT will review the Equal Opportunities Regulations annually. It will be a change-making committee, committed to solving pertinent equality, diversity, and inclusion issues at UEA through making recommendations to the Trustee Board and the university executive. It will monitor Bye-Law 8 and the implementation of regulations and monitor performance against staff Equality and Diversity targets.
- 8.7 EDICT's membership will consist of:
 - 8.7.1 Seven members with voting rights: the Welfare, Community, and Diversity Officer, an External Trustee, and Five Part-Time Officers. Of the part time officers, four places will be guaranteed to part-time officers who self-define within the following liberation

groups: one guaranteed Woman+ Place, one guaranteed Disabled Place, one guaranteed LGBTQ+ Place, and one guaranteed BAME place. The fifth place will be an Open Place, open to any Part-Time Officer of any identification.

- 8.7.2 Two members in attendance without voting rights: the Director of HR and the Director (Membership).
- 8.7.3 Invited observers and commenters without voting rights who are identified by EDICt as Student Leaders on campus who may not have elected positions but have knowledge about the problems effecting liberation groups on campus. They do not vote but can share their information and knowledge with the committee.
- 8.7.4 The Part-Time Officer members of EDICt will self-nominate in Student Officer Committee and be elected by fellow officers (Part-Time and Full-Time) to membership positions. Only officers who self-identify within a liberation group may vote for a liberation group place. This means only self-identified Women+ can vote for the Woman+ place; only self-identified Disabled officers can vote for the Disabled place; only self-identified LGBTQ+ officers can vote for the LGBTQ+ place; and only self-identified BAME officers can vote for the BAME place. All officers may vote for the Open Place Part-Time Officer position. There is no minimum quorate needed for a vote for liberation places to be valid.
- 8.8 EDICt will elect a chair and deputy chair, who will create committee agendas and serve in a similar capacity as the chair and deputy chair of Student Officer Committee.
- 8.9 EDICt will meet at least every two months.

Publicity of Equal Opportunities Regulations

- 8.8 The Equal Opportunities Regulations will be available on the Union's website and hard copies will be available from the Union Advice Centre or the Welfare, Community and Diversity Officer.
- 8.9 The Equal Opportunities Statement will be published in the Union Handbook. In addition, the first sentence of the statement will be printed on Union entertainment tickets, central Union publications, club and society membership cards and the entire statement will be displayed on plaques in Union House.
- 8.10 Responsibility for this will be that of the Welfare, Community, and Diversity Officer.

Publicity of Equal Opportunities Regulations

- 8.11 This section comprises the detailed implementation of the Equal Opportunities Regulations. It shall be annually reviewed by the Equal Opportunities Committee and any changes shall be recommended for approval by the Trustee Board.

Support Services

- 8.12 The Union's support services exist for the benefit of all its members and their provision should not be altered by any factor that contravenes the Equal Opportunities Regulations.
- 8.13 Staff working for the Union Advice Centre or providing other support services should treat all service users with respect and deal with all queries in a non-judgemental and confidential manner.
- 8.14 Support Service users should, where appropriate, be provided with a range of options to deal with their queries.
- 8.15 Support Service staff should respect an individual's choice of action regardless of their own personal beliefs.
- 8.16 Support Service staff should ensure that those members who may have difficulty accessing the support information provided by the Advice Centre and on the Union website are able to do so through other means.

Representation

- 8.17 It is an essential part of the Union's democratic structure that the needs of all members are represented within its decision making bodies. No decision taken by any Union body should contravene the Equal Opportunities Regulations.
- 8.17.1 All elected representatives must ensure that they are accessible to their constituents and that they take into account the diverse nature of the Union's membership when making decisions.
- 8.17.2 All Union meetings should be conducted in a non-discriminatory and respectful manner
- 8.17.3 Provision should be made to ensure that all members are able to access Union election ballots and meetings.

- 8.17.4 Student Officers should ensure that those members who may have difficulty accessing the minutes and agenda of Union meetings are able to do so.

Communications

- 8.18 Leaflets, posters and published documents (both electronic and in paper form) all play an important part in publicly reinforcing the Union's commitment to equal opportunities. It is essential that all Union communications abide by the Equal Opportunities Regulations and are proactive in promoting equality of opportunity.
- 8.18.1 Union communications should aim to reflect the diversity of the Union's membership and should ensure that they promote a welcoming and inclusive Union environment.
- 8.18.2 All communications – particularly promotional material – should avoid discriminatory stereotyping.
- 8.18.3 The Union's website should aim to match or exceed internationally recognised standards designed to help people with disabilities access information online.
- 8.18.4 It is the responsibility of the editor or publicist of any Union communication to ensure that it abides by the Equal Opportunities Regulations.

Clubs, Societies and Peer Support Groups

- 8.19 The Union requires that all members of the Union are able to join any of the Union funded clubs, societies and peer support groups, save where a group has been approved whose membership is restricted as per bye law 9.14.
- 8.19.1 The Articles of Associations of all clubs, societies and peer support groups must reflect a commitment to equal opportunities.
- 8.19.2 The President of each club, society and peer support groups is responsible for ensuring compliance with the Equal Opportunities Regulations and should attend training which emphasises the Union's commitment to the regulations.
- 8.19.3 Publications (newsletters, websites, leaflets etc) produced by Union clubs, societies and peer support groups should be non-discriminatory. They should reflect the interests of their membership, unless otherwise stated.

- 8.20 Those who sit on Society Executive shall be considered Councillors.
- 8.21 Union Council shall follow the structure of debate in regards to the creation of new societies as outlined in Bye Law 2.20.

Commercial Services

- 8.22 The Union aims to ensure that its commercial services – shops, bars and entertainment – reflect the diversity of its membership. Staff working in these areas should abide by the Equal Opportunities Regulations and work to provide a welcoming and inclusive atmosphere.
- 8.22.1 Staff working in the Union’s shops, venues and bars should provide an equal quality of service to all customers, whilst also recognising that some customers will require additional attention to ensure they can participate to an equal extent.
- 8.22.2 The Union will endeavour, where commercially practicable, to provide a wide range of products in its shops that reflect the diversity of the membership.
- 8.22.3 The Union, where commercially practicable, will seek to promote a wide range of entertainment events that reflect and appeal to the diversity of its membership.
- 8.22.4 Members of the Union should not be excluded from union events on the basis of any reason that contravenes the Equal Opportunities Regulations.
- 8.22.5 Members of the Union shall not be denied the opportunity to book space within the Union on the basis of anything that might contravene the Equal Opportunities Regulations.
- 8.22.6 All artists and bands appearing at Union events must be non-discriminatory. Acts that are deemed likely to contravene the Equal Opportunities Regulations must not be engaged.

Union Employment

- 8.23 The Union is an Equal Opportunities employer and is committed to the development of its staff. The aim of these regulations is to ensure that all job applicants and employees are treated equally.

- 8.24 Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected and promoted on the basis of merit and ability.
- 8.25 The Union of UEA Students aims to:
- 8.25.1 Ensure that it has access to the widest labour markets and secures the best employees for its needs.
 - 8.25.2 Ensure that all employees receive equal treatment, and that, wherever possible, they are given the help needed to attain their full potential to the benefit of the individual and the Union.
 - 8.25.3 Achieve an ability-based student workforce that is in line with the student population of UEA and an ability-based permanent staff workforce that is in line with the working population demographic of Norfolk.

Implementation

- 8.26 Managers have a particular responsibility for ensuring that no form of discrimination occurs in the recruitment, selection, promotion, training or disciplining of staff for whom they are responsible.
- 8.27 To ensure that these regulations are operating effectively the Union shall maintain a confidential record of employees' and applicants' ethnic origin, disability (as defined by disability law) and gender status.

Vacancy Advertising

- 8.28 All vacancies will be advertised simultaneously internally and externally. Any exceptions to this, for example because of redundancy or restructuring, will be specifically authorised by the Trustee Board or a body delegated this power by the Trustee Board.
- 8.29 All vacancies for short-term and 'casual' work that are normally filled by UEA students will be advertised through Employability. .
- 8.30 Job advertisements will not be worded in such a way that directly or indirectly discriminates against any group.
- 8.31 All vacancy advertisements will include the wording "The Union of UEA Students is committed to the equality of opportunity for all".

- 8.32 Applications will only be accepted if they are received on the Union's standard job application form.

Selection and Recruitment

- 8.33 The selection of all staff with contracts for three months or more will be based on a job description and person specification. The job description and person specification will be drawn up in advance of advertising the post, using clear and justifiable job criteria.
- 8.34 Selection criteria i.e. job description, personal specification, work duties, will be reviewed whenever a vacancy occurs to ensure compliance with the equal opportunities regulations.
- 8.35 There will be no preferential treatment for internal candidates for a vacant post except when there is a staff restructure.
- 8.36 Wherever possible recruitment panels should consist of men and women. As a minimum, the chair of the panel should receive training on Equal Opportunities interviewing.
- 8.37 All information given in reference to Equal Opportunities will be kept confidential.
- 8.38 Reasons for selection and rejection of applicants for vacancies must be recorded by the chair of the panel or interviewer(s).

Training and Conditions of Service

- 8.39 All permanent employees and student employees on three-month or more contracts will receive customer care training incorporating equal opportunities as part of the induction process.

Personal Records

- 8.40 To ensure the effective operation of the Equal Opportunities Regulations, evaluation of personal data will be used to promote equality of opportunity and improve non-discriminatory practice. The following actions will be taken:
- 8.40.1 Monitoring records of applicants and appointments of staff will be maintained.

- 8.40.2 All monitoring of data shall be kept separate from any recruitment process.

Registering complaints: what members should do in the case of discrimination

- 8.41 Any member, who suffers from unfair discrimination whether from other members, Union or University staff, or the public, will have the support of the Union in making a complaint. An individual can deal with discrimination by taking it up informally with the person concerned or by making a formal complaint. The decision to take further action will be that of the complainant.

Taking Informal Advice

- 8.42 The complainant can take advice from the Union's Welfare, Community and Diversity Officer, another Student Officer, or the Union Advice Workers.
- 8.43 Discussions will be private and confidential; complainants may be accompanied by someone of their choice.
- 8.44 With the complainant's permission, the adviser can make informal approaches to the alleged perpetrator, to ensure the issue is resolved.
- 8.45 The complainant should always keep detailed notes of any incidents causing distress, including information of the ways in which the incidents caused a change in the pattern of work or social life and witnesses of the incident.

Formal Process

- 8.46 It is advisable to take the informal route first, with the support from those suggested above. This may help the complainant to decide whether to make a formal complaint. Where the complaint is of a more serious nature, an individual may decide to make a formal complaint without taking the informal route first.
- 8.46.1 A member or group of members, who are dissatisfied in their dealings with the Union and wish to make a complaint about any issue other than about a member of Union staff, may do so by submitting their complaint in writing to the Campaigns and Democracy Officer.
- 8.46.2 Any individual member of the Union having cause for comment on a matter relating to any individual member or group of staff

should raise the matter in confidence with the Campaigns and Democracy Officer. The Campaigns and Democracy Officer will refer it to the Union's Chief of Staff for investigation and appropriate action under the staff disciplinary process.

- 8.46.3 If after the complaint has been determined, further discrimination is alleged, then an additional complaint should be made
- 8.45.4 Allegations of criminal conduct should be reported to the police.

Registering complaints: what staff should do in the case of discrimination

- 8.47 Any member of staff, who suffers from unfair discrimination whether by individual students, Union or University staff or public, will be assisted by the Union in making the complaint. An individual can deal with discrimination in various ways; this ranges from taking the complaint up with the person concerned to making a formal complaint. People are also available to provide advice, although the decision must be left to the individual(s) concerned.

Taking Informal Advice

- 8.48 Aside from external agencies, the complainant can take advice from: their line managers; the Union's Chief of Staff; the member of the Union's Senior Management Team responsible for HR; or the Union's Advice Workers.
- 8.49 Discussions will be private and confidential; complainants may be accompanied by someone of their choice.
- 8.50 With the complainant's permission, the adviser can make informal approaches to the alleged perpetrator, to ensure the issue is resolved.
- 8.51 The complainant should always keep detailed notes of any incidents causing distress, including information of the ways in which the incidents caused a change in the pattern of work or social life and witnesses of the incident.
- 8.52 Unfair discrimination by a member of staff will be matter for discipline under the disciplinary procedures.

Formal Process

- 8.53 It is advisable to take the informal route first, with the support from those suggested above. This may make the complainant decide whether to make a formal complaint. Where a complaint is of a more serious nature, an individual may decide to make a formal complaint without taking the informal route first.
- 8.54 Any member of staff who believes they have suffered discrimination through the actions or attitude of a member or group of members should raise the matter with the Union's Chief of Staff.
- 8.55 Any member of staff who believes that they have suffered discrimination through the actions or attitude of another member of staff should raise the matter through the management structure in confidence, and whenever appropriate in confidence with the Union's Chief of Staff or the member of the Union's Senior Management Team responsible for HR.
- 8.56 Members of staff who wish to register a formal complaint may do so under the staff Grievance Procedure.
- 8.57 If after the complaint has been determined, further discrimination is alleged, then an additional complaint should be made.
- 8.58 Allegations of criminal conduct should be reported to the police.

Bye-Law 9: Student Opportunity Groups

- 9.1 The union supports voluntary groups of students to carry out and organise sporting, cultural, political, support and other groups of common interest.
- 9.2 There will be standing collectives of student opportunity groups as follows, which may both coordinate sub groups and be allocated funding and support to carry out activity:
- a. UEA Media Collective, which will coordinate student media activity
 - b. Sports Association, which will coordinate student sports clubs
 - c. Societies Collective, which will coordinate student societies
 - d. Medical Society, which will coordinate student clubs and societies in the Medical School
- 9.3 They shall organise their collective as they see fit save that in the event of a conflict over their organising model the Student Activities and Opportunities Officer shall resolve.

Forming a Group

- 9.4 The Union produces information for any individual or group of individuals who wish to form a student opportunity group of the Union. Any member may obtain a copy of this information from the Activities and Opportunities Officer.
- 9.5 A club can be formed for any sport approved by Sport England that has a registered national governing body, provided that Union Council approve their Constitution. Clubs for sports not approved by Sport England or for sports without registered national governing bodies will not normally be accepted, but can exist with the special permission of Union Council.
- A society can be formed around any issue, provided that Union Council approve their Constitution and that it isn't covered as a club under the above definition.
- 9.6

9.7 A peer support group can be formed by a group of students for the sole purpose of supporting their peers, provided that Union Council approve their Constitution.

9.8 No student opportunity group should usually be accredited when the activity they wish to undertake is already directly provided by a current club, society or peer support group, unless the aim of the proposal is to regulate and support a group of students that wish to undertake that activity within a particular school, faculty or mode of study. Funding procedures and principles will reflect a priority on cross university activity.

Constitution

9.9 Each student opportunity group must have a Constitution. This Constitution must be completed using the standard template, which can be requested from relevant Union staff, and will be uploaded to the Union website.

9.10 Any change in a student opportunity group Constitution shall require a two-thirds majority of those present and voting at a Club Meeting advertised at least three days in advance. These changes must be approved by the Union Council or by a body to which Union Council has delegated this power.

9.11 If a student opportunity group states that they perform activities within their Constitution which they do not perform, the Activities and Opportunities Officer, relevant Collective or Union Council is able to request the club, society or peer support group re-write their Constitution or start performing the activities within the semester. If the student opportunity group does not comply, the Union can withdraw any grants that have been granted, if no grant has been granted then the membership account will be frozen until the issue is resolved.

Membership

9.13 Membership shall be open to all ordinary members and to life members, honorary associate members and honorary life members at the discretion of the committee.

9.14 When attendance at certain events that may be important to the student opportunity group function is

restricted by certain legal requirements, the student opportunity group will be able to stipulate that only members that fulfil these requirements shall be able to attend these events. If the student opportunity group holds events such as the above, they will also be required to hold events which are open to all its members and which do not have restricted attendance.

9.15 Members shall be those that have paid the current subscription fee, which shall be determined by the Committee of the club or society with the exception of the fee for Associate Membership.

9.16 The fee for Associate Membership shall be determined by the Management Committee on the recommendation of the club or society. This subscription fee is subject to a minimum for clubs and a minimum for societies set by Union Council.

9.17 Union Council shall set a minimum number of members for a club and a minimum number of members for a group. Groups failing to recruit sufficient members shall not be accredited.

9.18 Peer support groups have no recorded membership and are open to all ordinary members, associate members, honorary associate members, life members or honorary life members.

Committee

9.19 The Committee of a group shall normally have a minimum membership of: the President (or similar implied role); the Vice President (where at least one of the President and Vice President must self-define as woman or non-binary); the Treasurer (or similar implied role); the Secretary (or similar implied role); and at least two other members, one of which will be reserved for first year students. One member of the Committee must have the responsibilities the Union Council Rep, and another the responsibility of Equality & Diversity monitoring.

Any or all of these requirements may be waived by the Union Council where the society is able to demonstrate that it may achieve the implied aims through a different mechanism.

9.20 All members of the committee must be ordinary members of the Union who are members of the club, society or peer support group.

- 9.21 All Committee members must be directly elected annually, by ordinary members of the Union who are valid members of the club or society, and shall hold office for a year, unless they resign. All or any of the Committee members shall resign if a simple majority of the club's society's or peer support group's members present and voting at a General Group Meeting, vote in favour of a motion presented at that meeting demanding such resignations.
- 9.22 The Committee shall:
- a. administer and organise the student opportunity group activities and rules;
 - b. allocate specific responsibilities to Committee members;
 - c. decide in conjunction with the membership the student opportunity group policies; and
 - d. Ensure the student opportunity group abides by, and fulfil their duties in accordance with, these Bye-Laws, the Constitution and policy.
- 9.23 Decisions at a Committee meeting shall be reached by a simple majority of those present and voting. Quorum for a Committee meeting shall be one-half (50%) plus one of Committee members.
- 9.24 Any decisions made by the Committee can be over-ruled by a simple majority of those present and voting at a club, society or peer support group General Group Meeting. A General Group Meeting shall comply with the following regulations:
- a. The meeting must be advertised three days in advance.
 - b. The meeting shall be held in term-time.
 - c. The meeting shall be called if one quarter (25%) of members present a petition to the Union's Student Activities and Opportunities Officer requesting the meeting. The meeting shall take place within three days from the receipt of the petition.
- 9.25 Only ordinary members of the Union who are members of the student opportunity group may vote at the meetings.

- 9.26 The quorum for the meeting shall be one quarter of the total membership of the club, society or peer support group.

Elections

- 9.27 Only ordinary members of the Union who are members of the student opportunity group may stand and vote in elections for Committee member positions.
- 9.28 The student opportunity group Election Returning Officer (ERO) shall be the Student Union's Deputy Returning Officer.
- 9.29 They are responsible for ensuring that there is a fair process for all elections and that the regulations are publicised at least three days before each election commences.
- 9.30 In the case of a dispute about the process or outcome of an election, decisions of the ERO can be challenged in the same way as Committee decisions are challenged as outlined in this Bye-Law, or a complaint can be made to a Full-Time Officer who can start the election process again if they find any problems with the process or outcome of any student opportunity group election provided they are not voting in the election.
- 9.31 Each post shall be voted on separately and the voting system used shall be the Single Transferable Vote.
- 9.32 No individual student member may hold more than one Presidency of a Student Opportunity Group No individual student member may hold more than three committee positions within Student Opportunity Groups.

Finances

- 9.33 The student opportunity group shall not hold a separate bank account and shall place all its funds with the Union.
- 9.34 All income must be paid into the student opportunity group subscriptions account. Expenses must not be deducted from income before depositing with the Union.

- 9.35 Expenditure in excess of £100 should be notified to the relevant Union staff before it is spent. The relevant form should be completed and supported by relevant paperwork and signed by the 3 committee members, or in cases requiring urgent payment, by 2 committee members and a Trustee.
- 9.36 Any student opportunity group that incurs expenditure of more than £100 without first notifying the Union may incur a fine of 10% of the total expenditure.
- 9.37 Funding for Academic Societies will be determined by the Education Sub-Committee.
- 9.38 Expenditure of less than £100 may be reimbursed in cash and should be supported by receipts.
- 9.39 All the student opportunity group equipment shall be the property of the Union.
- 9.40 Should the student opportunity group be inactive for two full academic years, its Constitution shall become invalid and its funds shall become the property of the Union.

Bye-Law 10: The Budget

Definitions

- 10.1 Budgeted Contribution- this is the net amount that each commercial area is expected to contribute to the budget and the amount will be proposed to the Union Council each year.
- 10.2 Estimates- is a policy that is proposed to and approved by Union Council annually and will be the amounts that each activity of the union will be expecting to raise and spent (on a net basis).
- 10.3 Detailed Internal Budgets- this will be the detailed day to day budgets and cash flow projections that the Trustee Board sets for each department in pursuit of the estimates and are managed by union staff and officers through Management Committee.
- 10.4 A report on expenditure & income against the estimates will be presented to union council at least twice per term on a cycle approved at the first Union Council of the year.
- 10.5 At the beginning of each academic year, the Student Officer Committee will approve a timetable for budgetary involvement from the Union Council and students that includes:
- a. Input from user groups in the commercial areas
 - b. A formative discussion at union council that allows councillors to ask questions and suggest ideas
 - c. A summative Estimates proposal that council will formally vote on as a policy.
- 10.6 Council will have the opportunity to make amendments to the budget and Councillors will have time to consult their constituents on the amended budget.
- 10.7 That in the event of the rejection of the Estimates by Union Council an amended budget addressing the concerns of Council will be resubmitted at the earliest opportunity.
- 10.8 That if estimates are passed by the Union at the start of the new financial year there will be no change in the funding allocated in the previous Estimates passed by a majority vote of Council until such time as a fresh set of Estimates are passed by the Union.
- 10.9 That the Management Committee will be required to report to the next Council in the event that it becomes aware of deviations from the Estimates arising from performance of different areas of the Union.

Bye-Law 11: Sub-Committees of the Trustee Board

- 11.1 The Trustee Board shall have two sub-committees defined within these Bye-Laws. They shall be:
 - 11.1.1 The Appointments & Human Resources Committee;
 - 11.1.2 The Finance Committee;
 - 11.1.3 The Management Committee
- 11.2 **The Appointments & Human Resources Committee:**
 - 11.2.1 Shall meet at least once quarterly.
 - 11.2.2 Shall consist of: the Chair of Trustees or another Full-Time Officer nominated from their number; one External Trustee nominated annually by the Trustee Board; either one Officer Trustee or one Student Trustee nominated annually by the Trustee Board; and two members elected from Union Council in the first semester of the academic year. The member of the Union's Senior Management Team responsible for HR shall attend in an advisory capacity. The Chief of Staff or other senior staff members may attend where the Committee sees fit.
 - 11.2.3 Shall be responsible for generating nominations for appointment to recommend to the Trustee Board for External Trustees, Non-Executive Directors of the Union's subsidiary companies, the Chief of Staff and any other post where an appointment is required as the Trustees see fit;
 - 11.2.4 Shall annually review and recommend to the Trustee Board a performance management structure for the Chief of Staff, and the Chair shall be responsible for communicating the Trustee Board's appraisal of the Chief of Staff to the Chief of Staff;
 - 11.2.5 Shall be responsible for reviewing and acting upon any staffing issues as the Management Committee see fit to delegate.
 - 11.2.6 Shall receive the annual review regarding staff from the Equality, Diversity, and Inclusion Committee and its recommendations as required by Bye-Law 8: Equal Opportunities Regulations and will evaluate the review and its recommendations and make consequent recommendations to the Trustee Board;
 - 11.2.7 Shall have any other ad hoc responsibilities and powers delegated by the Trustees.

- 11.2.8 The Chair shall be responsible for reporting on any business of the Committee to the Trustee Board.

11.3 **The Finance Committee:**

- 11.3.1 Shall meet at least once quarterly.
- 11.3.2 Shall consist of: the Chair of Trustees or another Full-Time Officer nominated from their number; one External Trustee nominated annually by the Trustee Board; either one Officer Trustee or one Student Trustee nominated annually by the Trustee Board; and two members elected from Union Council in the first semester of the academic year. The Head of Finance shall attend in an advisory capacity. Other senior staff members may attend where the Committee sees fit.
- 11.3.3 Shall be responsible for reviewing the financial performance of the Union in terms of the Budget and the Annual Accounts.
- 11.3.4 Shall refer any commercial issue to the Board of Directors of the Union's relevant subsidiary companies.
- 11.3.5 Shall have any other ad hoc responsibilities and powers delegated by the Trustees.
- 11.3.5 The Chair shall be responsible for reporting on any business of the Committee to Trustee Board.

- 11.4 These Committees shall meet in accordance with the Constitution and the Bye-Laws with the exception that quorum shall be two members provided one of those members is an External Trustee.

- 11.5 These Committees may delegate responsibility to the Chief of Staff where they see fit. Such delegation must be made in writing or recorded in minutes of meetings.

Management Committee

- 11.8 Management Committee shall consist of the Full-Time Student Officers as voting members, in accordance with Bye-Law 4: Student Officer Job Descriptions, and the Chief of Staff as a non-voting member, and shall meet at least once every fortnight.
- 11.9 The Management Committee shall have the following responsibility:
 - 11.9.1 to make any necessary decisions on the day to day administration of the financial and general affairs of the Union;

- 11.9.2 to approve expenditure beyond the approved budget and report this expenditure to the Trustee Board;
 - 11.9.3 to conduct any other responsibility delegated to the Management Committee by the Trustees.
 - 11.9.4 Responsibility delegated to the Management Committee by the Trustees must be submitted to the Chair of Management Committee annually in writing and must detail both the responsibilities and powers to be delegated. The Chief of Staff must report on matters associated with these powers and responsibilities to the Trustee Board.
- 11.10 The Management Committee shall approve the Budget in accordance with the Articles of Association and these Bye-Laws.

Sub-Committee of Management Committee: Graduate Centre Management Group

- 11.11 There shall be a Graduate Centre Management Group which shall consist of: the Postgraduate Education Officer; The Campaigns & Democracy Officer; 2 lay members nominated from the Postgraduate Committee; the member of the Trustee Board elected by the Graduate Assembly; the Mature Students Officer and one member of Graduate Centre student staff elected by their peers.
- 11.12 The Graduate Centre Management Committee shall be responsible for the day to day management of the Graduate Centre.
- 11.13 The Graduate Centre Management Group is a sub-committee of Management Committee, and as such will report regularly to Management Committee as to its activities and progress.

Bye-Law 12: Code of Conduct

Preamble

- 12.1 This Code sets out the procedures to be followed in the case of disciplinary action against an individual member (“the member”) of UEA Students’ Union (“the Union”)
- 12.2 Disciplinary issues arise when problems of conduct are raised and the Union seeks to address them through the agreed procedures.
- 12.3 For the purpose of this procedure, members are defined as in the Constitution and Bye-Laws.
- 12.4 This procedure also applies to non-members acting in volunteer roles in the Union.
- 12.5 This does not include any of the Union’s staff, or members acting in a capacity as paid staff, who shall be subject to an internal staff disciplinary procedure.
- 12.6 The code concerns the disciplinary rules and procedures that operate within the Union. The Union believes that rules and procedures are necessary for promoting orderly relations as well as fairness and consistency in the treatment of individuals.
- 12.7 It is important that Members know what standards of conduct and performance is expected of them. As a result this policy shall be publicly available to members of the Union and shall be provided to members in relevant settings.

Scope

- 12.8 Disciplinary action may be taken in respect of any breach of discipline:
- 12.8.1 On the Union premises;
- 12.8.2 While the member is using the Union facilities or at a Union event;
- 12.8.3 While a member is representing or acting on behalf of the Union at any event of whatever kind and wherever held;
- 12.8.4 In relation to actions or incidents between two or more representatives of the Union in any or none of the settings above, or in relation to actions or incidents between the Union’s representatives and other members, staff or stakeholders.

- 12.8.5 Any of the above where an interaction or incident is on social media.
- 12.9 Where a complaint is made about a group activity, including socials, demonstrations, and activity that can be classed as organised by the Union or any union group or in that group's name, a group of members may be subject to disciplinary action and penalties.

Meaning

- 12.10 Recognising that members have a right to freedom of speech and to protest, in this code a breach of discipline means (but is not limited to):
 - 12.10.1 threatening or harassing any other person, whether physically or verbally;
 - 12.10.2 assaulting any other person;
 - 12.10.3 damaging any property, whether deliberately or negligently;
 - 12.10.4 acting in contravention of the Union's Equal Opportunities Policies;
 - 12.10.5 acting without due regard for the safety of others;
 - 12.10.6 acting with dishonesty or with intent to defraud;
 - 12.10.7 infringement of equal opportunities or staff protocol policies;
 - 12.10.8 imparting to the press, television or radio, or any agency thereof, any expressly confidential material about the Union or any of its members or Officers, unless prior permission has been granted by the Trustee Board;
 - 12.10.9 incurring unauthorised expenditure on behalf of the Union and/or misappropriation of Union funds or property;
 - 12.10.10 organising initiation ceremonies*, and/or coercing others to drink alcohol to excess.

Panel and Supervising Trustee

- 12.11 The Trustee Board shall annually appoint a lay trustee to supervise the formal complaints procedure set out below. They

shall annually report to the Trustee Board on the operation of this code.

- 12.12 It shall approve the arrangements for the forming of Disciplinary Panels by the Supervising Trustee which will always consist of:
- 12.12.1 at least two ordinary members;
 - 12.12.2 a student officer of a Students' Union;
 - 12.12.3 someone who is not an ordinary member of the Union;
 - 12.12.4 and a Union staff member acting in an advisory capacity in relation to due process.
- 12.13 Measures will be put into place to ensure a diverse membership of panels.

Licensed Premises

- 12.14 In the event of a complaint, incident or concern being raised within SU premises, the following procedure will apply
- 12.15 Authorised staff will always have the right to refuse admission and to exclude members on the basis of their intoxication in pursuit of the license.
- 12.16 When an alleged breach of the code occurs beyond the standard right to refuse admission detailed in 12.15, authorised staff shall have the authority to exclude the member from the venue or to take any other reasonable action to prevent further immediate breaches of the code. This action, shall at the earliest opportunity and wherever practicable, be reported to a nominated Duty Manager who shall endorse, amend or withdraw the restrictions pending a meeting with the accused.
- 12.17 Members who have been asked to leave, or removed from the building, will be, wherever practicable, informed of why they have been excluded. They may then contact a Duty Manager at a specified time on the following working day. If the member fails to do this, the failure will be taken into consideration when the Duty Manager makes their decision.
- 12.18 When the member meets the Duty Manager they will be asked to provide a statement of their version of events and those of any witnesses they may choose. The Duty Manager will keep a record of this meeting for future consideration.

- 12.19 If the Duty Manager decided that the offence is of a minor nature, then they may impose a temporary licensed premises ban of up to four weeks, in consultation with a licensee.
- 12.20 Any member wishing to contest the decision of the Duty Manager may have their case referred into the procedure below.
- 12.21 If the Duty Manager deems the offence to warrant more than a four-week ban, then they will refer the member into the formal procedure below.
- 12.22 Where an incident involves a member of the Trustee Board or Student Officer Committee or any sub-committee of either of these groups or any member of the Societies or Sports Executive, the Duty Manager will automatically refer the member into the formal procedure below.
- 12.23 Where an incident of theft from SU Outlets is found to have taken place, the member involved will be asked to meet with the SU Outlets Manager at the earliest opportunity. The SU Outlets Manager will keep a record of this meeting. When the member meets the SU Outlets Manager they will be given the option of accepting a ban of up to 12 weeks at the discretion of the SU Outlets Manager.
- 12.24 Any member not wishing to exercise the option of accepting a ban with its admission of guilt or wishing to contest the decision of the SU Outlets Manager as to the length of the ban may have their case referred into the procedure below.

Sports Fixtures/Facilities

- 12.25 In the event of a complaint, incident or concern being raised about behaviour at or in transit to a UEA Sports Fixture or training session, the following procedure will apply.
- 12.26 Where an alleged breach of the code occurs that is minor, authorised staff of the UEA Sports Department shall have the authority to investigate and the Director of Sport the authority to issue sanctions of suspension from club activity for up to 4 weeks.
- 12.27 Members will be informed of why they have been issued with a sanction and all allegations and sanctions will be recorded with the Democracy and Governance Coordinator.
- 12.28 Any member wishing to contest the decision of the Director may have their case referred into the procedure below.

- 12.29 If the Director (or Supervising Trustee) deems an offence to warrant more than a four-week ban, then they will refer the member into the formal procedure below.
- 12.30 Where an incident involves a member of the Trustee Board or Student Officer Committee or any sub-committee of either of these groups or any member of the Sports Executive, the Director will automatically refer the member into the formal procedure below.
- 12.31 Any member not wishing to exercise the option of accepting a ban with its admission of guilt or wishing to contest the decision of the Director as to the length of the ban may have their case referred into the procedure below.

Complaints

- 12.32 In normal circumstances complaints and grievances will be made in writing to the Supervising Trustee c/o the Democracy and Governance Coordinator at the Union. The written complaint should include the name and contact details of the complainant, the person to whom the complaint refers, the nature of the complaint and a preferred course of action to resolve the complaint.
- 12.33 The handling of disciplinary issues will not be dependent upon the making of a formal complaint; Trustees and Senior Managers will make arrangements to ensure that matters of concern are raised and can be investigated as appropriate.
- 12.34 Members and elected officers should refer to the Democracy and Governance Coordinator who will advise on this code.
- 12.35 When:
- 12.35.1 A disciplinary matter arises, or
 - 12.35.2 A complaint is made, or
 - 12.35.3 A matter or concern is referred to this procedure
- The Supervising Trustee shall first determine whether this policy is appropriate for the issue(s) being raised. In making the judgement the Supervising Trustee will be careful to ensure that matters of misconduct are handled through this procedure, but that matters of political performance are rightly referred to the appropriate accountability procedures.
- 12.36 The Supervising Trustee may at any time determine that the nature of a complaint or referred issue is sufficiently serious

that the issues should be referred to the University's disciplinary procedures for investigation/resolution.

- 12.37 The University may determine that a complaint that it is in receipt of is such that that the issues should be referred to this code for investigation/resolution.
- 12.38 Subject to data protection and registration agreement procedures, the union and University will respectively routinely share information about suspension and disciplinary action in pursuit of the effective and operation of premises and activities.
- 12.39 Any member involved in a case will be routinely advised of support available to them either through the SU or the University Student Support Service as appropriate.

Investigations

- 12.40 If this procedure is used, the Supervising Trustee will appoint an impartial party to investigate the matter (where impartial means someone not involved with the member(s) affected in the case).
- 12.41 The investigation should establish the facts and where appropriate obtain statements from any available witnesses. The investigation will seek to establish whether in the view of the investigator there is a case to answer and if so gather evidence to that end.
- 12.42 Having carried out an investigation, the investigator will make a report to the Supervising Trustee. The Supervising Trustee will then decide whether to drop the matter, arrange informal coaching, advice or counselling, or to arrange for the matter to be dealt with under the disciplinary procedure.
- 12.43 At the start of the investigation, the complainant and respondent will receive a letter of formal notification outlining the nature of the complaint being investigated and the name and contact details of the person dealing with the investigation.
- 12.44 Respondents are encouraged to submit a written statement in response to the allegations. The deadline for doing so is seven working days after the date of formal notification of the investigation but may be extended if the investigator is not able to supply full details of the allegations until the investigation interview. The statement should attach copies of any other documents on which the respondent wishes to rely.

- 12.45 The investigator may opt to conduct interviews with complainants/victims, witnesses or respondents as appropriate. Interviews may include robust exploration of the allegations involved in the case. Anyone taking part will be informed of the right to bring a friend to support (but not take part in) the interview. Statements summarised or transcribed from an interview will be sent to participants for approval.
- 12.46 Should the respondent not respond to communications or refuse to engage with the investigation process, s/he will be deemed to have nothing to add to the investigation.
- 12.47 The investigator will consider statements and any other documents received from the complainant and respondent as soon as practicable. The Union aims to confirm the outcome of its investigation to the complainant, the respondent, and other interested parties within 14 working days of the date of the formal notification of the investigation, subject to having been able to contact all relevant parties within this time. If it is not practicable to comply with these deadlines, for example due to relevant parties being on holiday, they may be extended by discretion, normally up to a maximum of 7 further working days.
- 12.48 It should be recognised that being the subject of a complaint can be a difficult time for an individual, and so the Union will undertake the investigation with appropriate discretion, care and consideration. The Union will endeavour to ensure all steps in the process remain fair and in line with equal opportunities policy and procedures.
- 12.49 No member involved in a matter covered by this code should comment publicly on the incident. Failure to observe this requirement will result in disciplinary action being taken under this code.

Informal Procedures

- 12.50 Minor cases of misconduct and poor performance are best dealt with informally. It may be necessary to issue an informal warning, but the Supervising Trustee will ensure that these areas are discussed with the objective of helping the member to make appropriate improvements.
- 12.51 At this stage the member will be made fully aware of what steps need to be taken to address the conduct issue. They will also be told when this will be reviewed and over what period.
- 12.52 Members will be informed of what action will be taken if they fail to improve either their performance or conduct (see below). Informal warnings and/or counselling are not part of the formal

disciplinary procedure and members should be made aware of this.

Stages of Disciplinary Action

- 12.53 The Supervising Trustee will decide whether a matter should be dealt with informally or formally under the disciplinary procedure. Disciplinary panels and appeal panels will be made up of different people for fairness.
- 12.54 There are different types of action that can be taken that vary in their severity. The disciplinary hearing will decide the severity of the misconduct and the appropriate action.
- 12.55 These are:
- 12.55.1 Formal Verbal warning;
 - 12.55.2 Written warning;
 - 12.55.3 Termination or suspension of all membership entitlements or some act of partial suspension or termination, which in the case of employed elected officers could result in contract termination.

Disciplinary Hearings

- 12.56 Before a decision is reached or any disciplinary action taken there will be a disciplinary hearing at which the member will have an opportunity to state their case and answer the allegations that have been made. The appointed investigator will present their findings at the disciplinary hearing.
- 12.57 The Panel will hear the case. The member will be notified of a disciplinary hearing in advance and will be provided copies of statements given by any witnesses or other written evidence to be used. Hearings will be arranged as far as possible at a mutually convenient time and place and the member will have the right to be accompanied by a colleague or representative of their choice (who may support but not participate in the hearing).
- 12.58 During a disciplinary hearing, the case against the member will be presented in detail by the appointed investigator. If the member challenges the substance of the witness statements then witnesses may be called to the hearing where the member will have the opportunity to ask them questions.

- 12.59 Any new evidence introduced at this stage will be presented to all parties and arrangements made to enable cross examination.
- 12.60 Where disciplinary action is necessary the member will be informed of the decision.
- 12.61 This will be in writing and will state:
- 12.61.1 Details of the misconduct that has resulted in the disciplinary action;
 - 12.61.2 The level of disciplinary action;
 - 12.61.3 Any recommendations/action required to prevent future disciplinary action;
 - 12.61.4 The consequence of failure;
 - 12.61.5 Details of the appeal mechanism;
 - 12.61.6 If appropriate the length of time the warning will last before it is disregarded.

Formal Verbal Warning

- 12.62 This will occur in cases of minor infringements and can be given by a member of the Panel. A note of the warning will be kept on file for six months but then disregarded for disciplinary purposes. The warning will be given in the presence of the panel and the member will be entitled to have a colleague or representative present when the warning is given.

Formal Written Warning

- 12.63 This will occur when the infringement is more serious or is a failure to improve behaviour during the currency of the previous warning and can be given by the Panel.
- 12.63.1 A copy of the written warning will be kept on file for twelve months but then disregarded for disciplinary purposes.

Suspension of benefits or other sanction

- 12.64 If a member's conduct still fails to improve the final stage may be:

- 12.64.1 Partial disciplinary suspension of membership entitlements;
- 12.64.2 Temporary disciplinary suspension of some or all membership entitlements;
- 12.65 Where a person, in a paid role, is suspended pending a hearing or whilst an investigation is carried out they will continue to be paid by the organisation.

Disciplinary termination of all membership entitlements

- 12.66 The decision to suspend or terminate entitlements (as listed above) is taken by the Panel. The member will be informed as soon as is reasonably practicable, of the following:
 - 12.66.1 the decision and the reasons for the termination or suspension of entitlements;
 - 12.66.2 the date on which the agreement between the Union and the member will terminate, information on the right of appeal including how to make the appeal and to whom.
- 12.67 The decision to suspend or terminate entitlements shall be confirmed in writing.
- 12.68 At any of the above stages the panel may resolve to:
 - 12.68.1 recommend that the member should undergo training;
 - 12.68.2 exclude the member from some or all future Union events or activities.

Summary Termination of Entitlements

- 12.69 In rare circumstances a member's entitlements may be summarily terminated if it is established that after investigation and hearing that there has been an act of gross misconduct, major breach of duty or conduct that brings the organisation into disrepute.
- 12.70 Acts that may constitute gross misconduct include, but are not limited to:
 - 12.70.1 Theft, fraud and deliberate falsification of records;
 - 12.70.2 Physical violence or threats;
 - 12.70.3 Deliberate damage to organisational or personal property;

- 12.70.4 Serious incapability whilst representing the Union brought about through alcohol or illegal drugs;
 - 12.70.5 Misuse of the organisation's property or name;
 - 12.70.6 Bringing the organisation into serious disrepute;
 - 12.70.7 Serious infringement of health and safety rules;
 - 12.70.8 Serious bullying or harassment;
 - 12.70.9 Sexual misconduct;
 - 12.70.10 Serious infringement of equal opportunities, safe space, no platform or staff protocol policy.
- 12.71 Because the ability to hold elected office in the Union is dependent upon membership status and one of the rights and privileges of membership, termination of all entitlements would represent a termination of that holding of office. In the case of employed elected officers, this would therefore represent a termination of contract.

Suspension

- 12.72 In certain circumstances for example cases involving gross misconduct, where relationships have broken down or where it is considered there are risks to property or the Union's responsibilities to other parties, consideration should be given by the Supervising Trustee to a period of suspension of membership rights with or without entitlements whilst an unhindered investigation is conducted.
- 12.73 Such a suspension should only be imposed after careful consideration and should be reviewed regularly to ensure that it is not unnecessarily protracted. Excluding a member from participation in Union activities is not in itself a form of disciplinary action whilst the investigation is progressing. The member will be entitled to seek advice, for example legal advice, the cost of which will be met by the member.
- 12.74 Because the ability to hold elected office in the Union is dependent upon membership status and one of the rights and privileges of membership, suspension of entitlements would represent a suspension of that holding of office.

Appeals

- 12.75 A member will notify the Panel of their intention to appeal against a decision by a disciplinary panel within six working days of receipt of the confirmation letter. The appeal should be made in writing stating the grounds upon which the appeal is to be made and must be received by the Panel within a further 10 working days.
- 12.76 An appeal hearing will normally be held within ten working days of receipt of the letter of appeal. An appeal will be heard by a panel (see below), who have previously had no involvement in the case. The panel shall be made of the following:
- 12.76.1 A Student Trustee;
 - 12.76.2 An External Trustee;
 - 12.76.3 A member of University staff.
- 12.77 A member will have the right to be accompanied by a colleague or a representative of their choice (who may support but not participate in the appeal hearing).
- 12.78 The member will be notified of the results of the appeal in writing within five working days of the hearing.
- 12.79 Members should note that an appeal is designed to remedy any defects in the disciplinary process rather than repeat the investigation of the disciplinary process.
- 12.80 Therefore grounds for appeal are:
- 12.80.1 Unfairness of judgement;
 - 12.80.2 The severity of the penalty;
 - 12.80.3 New evidence coming to light;
 - 12.80.4 Procedural irregularities;
 - 12.80.5 Extenuating circumstances;
 - 12.80.6 Bias of disciplining officer;
 - 12.80.7 Unfairness of the interview;
- 12.81 Possible outcomes of an appeal are that:

- 12.81.1 The appeal is upheld and the disciplinary sanction reduced or removed;
- 12.81.2 The appeal is upheld and there is a request for a re-investigation or rehearing;
- 12.81.3 The appeal is denied and the original decision is upheld.

Recording Disciplinary Procedures

- 12.82 Accurate records will be kept detailing:
 - 12.82.1 any breach of disciplinary rules or unsatisfactory performance;
 - 12.82.2 the Member's defence or mitigation;
 - 12.82.3 the action taken and the reasons for it;
 - 12.82.4 whether an appeal was lodged, its outcome and any subsequent developments;
- 12.83 These records are to be kept confidential and retained in line with the above disciplinary procedure and the Data Protection Act 1998. Copies of any meeting records will normally be given to the individual concerned (in certain circumstances information shall be withheld, for example to protect a witness).

*Initiation Definition: An initiation ceremony is an event in which members (often new members) of a group are expected to perform a task or tasks as a means of gaining credibility, status or entry within that club. This may involve peer pressure (though not explicitly) exerted on students, and may compromise a person's inherent dignity as a person by expecting, forcing or requiring an individual to drink alcohol, eat mixtures of various food stuffs, nudity and behaviour that may be deemed humiliating.

Bye-Law 13: NUS Conference Delegation

Background

Each year the Union offers the opportunity to elect delegates to Conferences of the National Union of Students.

- 13.1 NUS requires that unions register a delegation that includes at least 50% women.
- 13.2 The Union's delegation to NUS Conference is led by a 'lead delegate' who serves as the delegation leader and votes at the NUS Annual General Meeting.

Process

- 13.3 NUS will inform the Union of the number of delegates that the Union is entitled to send to Conference each year.
- 13.4 The Union's number of self-defining women places will be 50% of the Union's total NUS National Conference delegation (rounded down).

Count

- 13.5 The election shall be conducted in accordance with the standard election bye laws, save that:
- a) the nominations process will include a process for self-definition of woman status;
 - b) all candidates will be provided with the opportunity to opt in to stand to be the lead delegate.
- 13.6 The count for NUS Delegates will be conducted as follows:
- 13.6.1 Three separate counts will be run, using the same ballot papers.
 - 13.6.2 The first count will elect the lead delegate. All candidates who did not opt in to be the lead delegate will be eliminated, and whichever of the remaining candidates reaches the quota will be elected lead delegate.
 - 13.6.3 The second count will elect our self-defining women delegates. In this count all candidates who are not self-defining women will be excluded, and whichever of the

remaining candidates reach the quota will be elected as NUS delegates.

13.6.4 Where the delegation leader is a woman this calculation will be amended appropriately.

13.6.5 When counting, any preferences expressed for the excluded candidates will be passed over, so that votes are only reallocated to candidates eligible for the relevant places.

13.6.6 The final count will elect the remaining NUS delegates. All candidates who have already been elected will be eliminated and their preferences redistributed, and whichever of the remaining candidates reach the quota will be elected as NUS delegates.

Failure

13.7 Where the required number of Women is not elected through this method a by election will be held. Where this also results in a failure to elect the correct number of women, an application will be made by the Returning Officer to the NUS Democratic Procedures Committee for an exemption.

Other Elections

13.7 This bye law details the procedures for the election of delegates to the National Conference. These principles of "fair representation" will also be used by the Returning Officer for other conferences where there are multiple delegates.

Delegate Voting Rules

13.8 A committee should be formed consisting of all delegates, the chair of the DPC, the chair of SOC and two elected councillors in which the way delegates must vote are decided in line with existing union policy. If there is an overlap of the holders of the positions stated above another member of the committee should be elected by the wider committee.

13.8.1 All delegates are required to vote with Union Policy.

13.9 The entire UEA delegation to NUS LGBT+ Conference will always be directly elected in a manner determined by the

LGBT+ Liberation Society. The LGBT+ Officer (Open Place) and LGBT+ Officer (Transgender and Non-Binary Place) will not have any automatic right to a delegate place.

- 13.9.1 All NUS LGBT+ Conference delegates are required to vote in line with policy passed by the LGBT+ Liberation Society, unless that policy mandate contradicts a manifesto pledge that a delegate has explicitly made.

Bye-Law 14: Removal of committee members from office

Resignations

- 14.1 The resignation of any member of any committee set out in the Bye-Laws must be given in writing to the Chief of Staff who will report this to Union Council at the first opportunity.
- 14.2 If a Full-time Student Officer resigns from office, their successor shall have Full-time status provided that they take up office within a period of one month from the beginning of the first semester of the academic year.

Motions of No Confidence

- 14.3 **Student Officer Committee**
 - 14.3.1 Any member of the Student Officer Committee shall cease to hold office if they are subject to a motion of no confidence, submitted by ten or more members of Union Council, passed by a 75% majority of those members of the Union Council present and voting at a quorate meeting.
 - 14.3.2 If a Full-time Student Officer ceases to hold office their successor shall have Full-time status provided that they take up office within a period of one month from the beginning of the first semester of the academic year.
- 14.4 **Union Council representatives**

A Union Council member shall cease to hold office if they are subject to a motion of no confidence passed by a two-thirds majority of those voting at either a quorate meeting of Union Council or in a secret ballot of their constituency requested in writing to the Chief of Staff by not less than one tenth of the members of the constituency.
- 14.5 **Democratic Procedures Committee**

A member of the Democratic Procedures Committee shall cease to hold office if they are subject to a motion of no confidence passed by a two-thirds majority of those voting at a quorate meeting of Union Council.

Dismissal as a result of absence

- 14.6 **Union Council representatives**
 - 14.6.1 Any member of the Union Council, including a Student Officer, who is absent without valid apology for two meetings of the

Union Council per semester shall cease to hold all Union offices unless the Union Council, at its sole discretion, shall decide otherwise.

- 14.6.2 An apology for absence from a Union Council meeting from a Union Councillor shall be considered valid if it is submitted and accepted by the Chair of Council, via the relevant member of Staff, before the start of the meeting.

14.7 **Student Officer Committee**

- 14.7.1 Any voting member of the Student Officer Committee, who is absent without valid apology for three meetings of the Student Officer Committee per semester shall cease to hold office unless the Student Officer Committee at its sole discretion, shall decide otherwise. The Chair of the PostgraduateSU Committee, can only be removed by the Graduate Assembly.

- 14.7.2 An apology for absence from a Student Officer Committee meeting from a Student Officer shall be considered valid if it is submitted to the Student Officer Committee, via the relevant member of Staff, before the start of the meeting, and then accepted by the meeting

14.8 **Vacancies created by dismissal/resignation**

In the event of a member of a Student Union committee ceasing to hold office the Student Union's Deputy Returning Officer will be responsible for holding elections to appoint a replacement in line with the Bye-Laws.