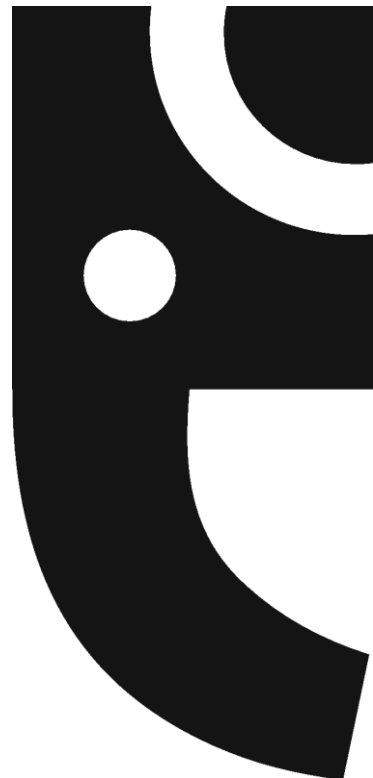

Byelaws of South Bank Students' Union Ltd

Company registration number: 13353590 Registered Charity: 1194509

Approved by South Bank Students' Union Trustee Board

Date: 18 October 2021

Last updated: 14 May 2025



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Byelaw A: Membership

Scope

- 1.1 This Byelaw sets out the definitions of the different types of memberships that the Union has available for student members.

Student Members

- 1.2 The Student Members of the Union are those defined in the Articles.
- 1.3 All Student Members shall abide by the Union Articles, Byelaws, Regulations and Policies.

Termination of Student Membership

- 1.4 Termination of Student Membership is defined in the Articles.
- 1.5 If a student wishes to exercise the right to opt-out from Student Membership, they shall inform the Union's Chief Executive in writing, who shall notify the Board of Trustees and the University of the student's decision.
- 1.6 For the avoidance of doubt a student who has opted-out in one academic year will be considered a Student Member in the next academic year unless they opt out again.
- 1.7 A student who has opted-out may re-join as a Student Member by notifying the Chief Executive of the Union of their wish to do so at any time during the same academic year.
- 1.8 Students who have opted-out of Student Membership shall be entitled to use the services of the Union, subject to such Byelaws as may from time to time be in force, including access to Union advice and welfare services.
- 1.9 Students who have opted out of Student Membership shall not be entitled:
- 1.9.1 To participate in Union affairs (i.e. participate in democratic meetings, vote in elections, referenda and other ballots, but may be elected as a course representative).
 - 1.9.2 To participate in decision-making processes as officers or members of Forums or Committees, including student group committees.
- 1.10 Opting out of Student Membership does not prohibit a student from entering into employment as a student staff member or support staff member of the Union.

Associate Members

- 1.11 In accordance with the Articles, the Trustees/Union Council may establish different classes of associate membership.
- 1.12 For the avoidance of doubt any persons qualifying as an Associate Member cannot also be a Student Member.
- 1.13 Associate Members shall be entitled to:

- 1.13.1 Use of services and facilities of the Union and subcontractors, with possible restrictions and tariffs.
 - 1.13.2 Hold associate membership of any Union student group.
 - 1.13.3 Attend Student Members' Meetings as observers with prior permission of the Chair.
- 1.14 Associate Members shall not be entitled:
- 1.14.1 To participate in Union affairs (i.e. participate in democratic meetings, vote in elections, referenda and other ballots, but may be elected as a course representative).
 - 1.14.2 To participate in decision-making processes as officers or members of Forums or Committees, including student group committees.
 - 1.14.3 To participate in the operational or directional running of student activities for any student group.
- 1.15 The Trustees have established the following classes of associate membership, which may occur a fee:
- 1.15.1 Staff Associate Membership; available to any persons employed by LSBU or the Union.
 - 1.15.2 Alumni Membership: available to any person who has previously been a student at LSBU;
 - 1.15.3 Reciprocal Membership: the Union may enter into reciprocal membership arrangements with other students' unions or educational institutions, both within the United Kingdom and overseas.
 - 1.15.4 Honorary Life Membership: this shall be awarded to persons in a process agreed and executed by the Trustee Board.
 - 1.15.5 Group/Partner Membership; available to any students studying at providers which have entered into Academic Partnership with the University, or providers which are part of the LSBU Group.

Honorary Life Membership

- 1.16 The Trustee Board shall determine the form of application for honorary life membership, and honorary life membership shall be subject to such rights and obligations as the Trustee Board considers appropriate.
- 1.17 The Trustee Board may elect to award and remove from honorary life membership of the Union such persons as they consider to be fit.
- 1.18 Honorary Life Members shall not be Student Members for the purposes of this Constitution and shall not be entitled to vote on any matter or hold any other form of membership with the Union.

Byelaw B: Student Members Meetings

Purpose, Frequency and Standing Agenda of Student Members Meetings

- 1.1 The purpose, frequency and standing agenda of Student Members Meetings is set out in the Articles.
- 1.2 Papers relating to an item of business circulated after the agenda may be tabled at the meeting subject to the approval of the Chair. Items for any other business should be discussed with the Chair in advance of the meeting. The Chair should inform the meeting of the items to be discussed at the start of the meeting. New items may be added to any other business once the meeting has commenced at the discretion of the Chair.
- 1.3 Decisions shall be made by majority vote, unless stated differently in the Articles or Byelaws.
- 1.4 Quoracy shall be 50 current Student Members. If quorum has not been met within 30 minutes of the time that the meeting was scheduled to begin then the Chair shall adjourn the meeting.
- 1.5 Student Members Meetings are subject to oversight from the Board of Trustees.

Chair and Vice-Chair of Student Members Meetings

- 1.6 The Student Governor shall be the Chair of the Student Members Meeting.
- 1.7 The President shall be the Vice-Chair of the Student Members Meeting.
- 1.8 It is the responsibility of the Chair to ensure the smooth running of meetings in accordance with the Byelaws.
- 1.9 If a vote at the meeting is tied the status quo shall remain. The Chair shall have no voting rights at the meeting.
- 1.10 The Chair may not submit motions, except Procedural Motions, or amendments to motions to Student Members Meetings.
- 1.11 It is the duty of the President to assist and advise the Chair in their capacity. The President shall assume the duties of Chair in the absence of Chair. In the absence of the Student Governor and the President, another Lead School Representative shall assume the duties of Chair following a majority vote of all Lead School Representatives present.
- 1.12 The Chair will invite the Chief Executive (or nominee) to attend Student Members Meetings.
- 1.13 Should the Chair wish to comment on any point or contribute to a debate at any point they must first, with their agreement, pass the duties of the chair to the President.
- 1.14 When the President holds the duties of the chair they shall be considered to be the Chair. As such they may not comment on any point, contribute to a debate, or cast a vote.

Submitting Motions to Student Members Meetings

- 1.15 Motions must be submitted in writing to the Chair no later than 10 working days before the meeting at which they are to be considered.
- 1.16 Any Motion of Commendation relating to the Chair or any motion that the Chair cannot receive must be submitted instead to the President or Vice-Chair, who shall take on the responsibilities of the Chair in this regard.
- 1.17 Only Student Members of the Union may submit motions.
- 1.18 Motions to Student Members Meetings shall be added to the agenda for the next meeting and published at the same time as that agenda, at least 10 working days before the meeting in question.
- 1.19 Emergency Motions may be submitted in writing to the Student Members Meeting if they deal with an issue that has arisen after the deadline for the submission of Motions and that cannot wait to be resolved until the next Student Members meeting.
- 1.20 Emergency Motions must be proposed and seconded in the same manner as other Motions, and shall be accepted at the discretion of the Chair, who shall consult the President unless either is a Proposer of the Motion, in which case the Chair shall consult with the other sabbatical officers in their place.
- 1.21 Any motion that has been ruled out of order by the Chair shall be presented to the meeting as such.
- 1.22 The President will establish a Motion Template, and all motions must be submitted using the Motion Template.

Amendments to Motions

- 1.23 Amendments to Motions may be submitted in writing to the Chair by midday at least two University days in advance of the Student Members meeting at which the motion that they amend is to be considered.
- 1.24 Amendments to Motions may also be proposed, at the discretion of the Chair, at the meeting that is considering the motion that they amend, although this cannot be done after the debate on the motion itself has begun.
- 1.25 Written Amendments submitted at least 11 working days in advance of the Student Members Meeting at which the motion that they amend is to be considered shall be included in the agenda for that meeting in accordance with the Byelaws.
- 1.26 Any amendments ruled out of order by the Chair shall be presented to the meeting as such.

Orderly Conduct

- 1.27 It is the responsibility of the Chair to maintain order in Student Members meetings and to ensure that the time allowed for any meeting by its agenda is not exceeded.
- 1.28 The Chair may close the meeting or adjourn the meeting for up to 10 minutes if they believe it not to be in order.

- 1.29 The Chair may expel any attendee from a meeting for failure to adhere to its rules.
- 1.30 All attendees at Student Members meetings shall abide by the Union Articles, Regulations, and Policies.
- 1.31 At Student Members meetings the following speaking rules shall apply:
- 1.31.1 any attendee is called to speak, all other attendees shall be silent.
 - 1.31.2 Any attendee wishing to speak shall seek permission to do so from the Chair by raising their hand;
 - 1.31.3 At Student Members meetings such permission shall automatically be granted, through the Chair, to Student Members. Such permission shall be granted at the discretion of the Chair to any other attendee. Permission granted at the discretion of the Chair may be qualified so that the speaker may only present information to the meeting. However, if the Chair has granted permission, the speaker may speak in favour of or against any item;
 - 1.31.4 No person shall speak until the Chair grants permission to do so;
 - 1.31.5 The Chair shall decide the order of speaking unless a debate is being held, in which case the order outlined in the debating procedures within this Byelaw be adhered to;
 - 1.31.6 At the request of the Chair each speaker shall introduce themselves before proceeding to speak;
 - 1.31.7 If the Chair requests a speaker to stop speaking, they must do so.
- 1.32 No person shall be allowed to make audio or visual recordings of the meeting in any fashion without the express permission of all attendees present.

Procedural Motions

- 1.33 Any Student Member may call a Point of Order or Procedural Motion at any time during a Student Members meeting except during a vote, with the exception of Procedural Motion 10, which may be called during a vote. Only a Student Member may call Point of Order or Procedural Motion at a Student Members Meeting
- 1.34 Any attendee wishing to raise a Point of Order or Procedural Motion shall raise their hand and state, respectively, 'Point of Order' or 'Procedural Motion'. Upon acknowledgement by the Chair the speaker shall state the nature of the Point of Order or Procedural Motion. Points of Order or Procedural Motions shall take precedence over all other business, except votes, which cannot carry on until they have been resolved.
- 1.35 Procedural Motions shall require a proposer and a seconder, which shall be sought by the Chair in the latter instance.
- 1.36 The Procedural Motions for Student Members meetings shall be, in order of precedence:
- 1.36.1 Of No Confidence in the Chair;
 - 1.36.2 To challenge to a decision of the Chair;
 - 1.36.3 For a temporary Chair (for a time specified by the proposer);
 - 1.36.4 That the meeting be delayed (for no longer than 10 minutes in any 60-minute period);
 - 1.36.5 That the motion be put;
 - 1.36.6 That the motion be voted on in parts;

- 1.36.7 That the motion be referred to the next meeting;
- 1.36.8 That the motion be referred to a specific Union committee for further consideration;
- 1.36.9 That the motion be not put;
- 1.36.10 That a given vote be conducted as a secret ballot of the meeting;
- 1.36.11 That a particular agenda item be given a time extension (for a time specified by the proposer, who shall also specify whether the additional time extend the meeting or deduct time from another agenda item);
- 1.36.12 That the order of business for the meeting be changed.
- 1.36.13 That non-Student Members of the Union, or sections thereof, shall be excluded.

1.37 Procedural Motions shall require a simple majority to be carried.

Debating Procedures

- 1.38 When considering any motion before a Student Members meeting the Chair shall ensure that the following procedure is adhered to:
- 1.38.1 Introduction of the motion, its context, and amendments received by the Chair;
 - 1.38.2 Invitation for any further amendments to the motion;
 - 1.38.3 Declaration of the order in which the amendments are to be considered by the Chair;
 - 1.38.4 Opportunity for the proposer of the motion to accept any of the amendments. Should any amendment be accepted by the proposer of the motion the meeting shall be offered the opportunity to, by approval of a simple majority, move straight to the vote on the amendment;
 - 1.38.5 Debate, if the proposer of the motion wish to oppose any amendment, in the following order:
 - 1.38.6 Proposing speech of a time decided by the chair that shall not exceed three minutes for the amendment;
 - 1.38.7 Proposing speech of a time decided by the chair that shall not exceed maximum of three minutes for the unamended motion;
 - 1.38.8 An even number of speeches of a maximum of three minutes for the amendment and for the unamended motion;
 - 1.38.9 Speeches and questions around the amendment; to be addressed in the summary speeches;
 - 1.38.10 Summary speech of a maximum of three minutes for the unamended motion;
 - 1.38.11 Summary speech of a maximum of three minutes for the amendment;
 - 1.38.12 Vote on the amendment;
 - 1.38.13 Opportunity, if the motion is amended, for the proposer of the motion to withdraw their support for the motion, in which case speaking rights shall pass to any proposer of an accepted amendment who wishes to speak for the motion as amended;
 - 1.38.14 Invitation for speakers to oppose the motion;
 - 1.38.15 Move, if insufficient speakers are found for or against the motion, to the vote.
 - 1.38.16 Debate, if sufficient speakers are found for and against the motion, in the following order:
 - 1.38.17 Proposing speech of a maximum of five minutes for the motion;
 - 1.38.18 Opposing speech of a maximum of five minutes against the motion;
 - 1.38.19 An even number of speeches of a maximum of three minutes for and against the motion;
 - 1.38.20 Speeches and questions around the motion; to be addressed in the summary speeches;

- 1.38.21 Summary speech of a maximum of three minutes against the motion;
- 1.38.22 Summary speech of a maximum of three minutes for the motion;
- 1.38.23 Vote on the motion.
- 1.39 The Chair shall at all times ensure a fair and balanced debate. All questions or comments shall be directed through the Chair who shall have the right to rule them out of order subject to any relevant Procedural Motion.
- 1.40 No attendee may speak more than twice on the same motion except:
 - 1.40.1 Having spoken in a debate on an amendment the proposer of a motion may then also speak on the motion as amended;
 - 1.40.2 In delivering a summary speech.
- 1.41 No attendee may speak for more than five minutes at one time subject to Procedural Motions.
- 1.42 The Chair reserves the right to guillotine the length of speeches and the time of debate as they see fit, as long as there is a fair and balanced debate at all times.

Byelaw C: Elections

General

- 1.1 This byelaw governs the elections of the President, Lead Representatives, Student Governor, NUS Delegates, and other positions as deemed appropriate by the Trustees.
- 1.2 Additional rules and information will be provided in the Candidate Handbook.
- 1.3 These rules are in addition to general Union and University rules and regulations.

Returning Officer and Deputy Returning Officer

- 1.4 The Trustee Board shall appoint the Returning Officer and Deputy Returning Officer annually.
- 1.5 The Returning Officer will not be a current Student Member or Union Staff Member. The Returning Officer will usually be an independent external person with elections expertise such as an NUS Staff Member unless the Trustees determine otherwise.
- 1.6 During an election the Returning Officer will take sole responsibility for interpretation of election rules and the Union byelaws. Interpretation and rulings will be in the interest of the electorate above all others, including above election candidates.
- 1.7 The Deputy Returning Officer is responsible for the day-to-day management of the election and has the responsibility to ensure that the election is efficient and fair in accordance with this byelaw and any additional rules.
- 1.8 The Deputy Returning Officer has full delegated authority from the Returning Officer to implement the regulations including issuing sanctions, overseeing the election count and answering questions.
- 1.9 The Returning Officer shall and has the power to:
 - 1.9.1 approve the Additional Election Rules in the Candidate Handbook
 - 1.9.2 provide guidance and advice to the staff of the Union regarding best practice to ensure the integrity of the election.
 - 1.9.3 Approve the Election Rules and information for candidates.
 - 1.9.4 Have final say on decisions, complaints and rulings during the elections.
 - 1.9.5 Hear appeals against decisions made by the Deputy Returning Officer
 - 1.9.6 Approve the appointments of counting personnel as required.
 - 1.9.7 Recommend to the Union's Senior Management Team or Trustee Board that the Union seek additional advice if they believe that there are any legal, financial, strategic or reputation risks to the Union relating to the elections.
- 1.10 Candidates must abide by the Election Rules, Union Codes of Conduct, and related Union policies, as well as with information provided by and decisions made by the Returning Officer and Deputy Returning Officer.

- 1.11 The Returning Officer shall produce a report for the Trustee Board and the University to confirm that in their view the election has been free and fair. If the Returning Officer does not feel the election has been free and fair, they are responsible for informing the Trustee Board and the University.
- 1.12 The Returning Officer has the power to agree an additional election appeals process with the University as required.

Eligibility Rules

- 1.13 Only current student members may stand for election, vote in the elections and take office as an elected representative or participate in the elections as campaigners.
- 1.14 Following the close of nominations, the University will confirm that candidates meet the following eligibility criteria:
- 1.14.1 Candidates must be current Union student members who have not opted-out of student membership with the Union. (For the avoidance of doubt, interrupted students are not eligible to participate in the elections with the exception of the incumbent President).
 - 1.14.2 Candidates are in good standing with the University as determined by the criteria in the candidate handbook (for the avoidance of doubt a university nominee will have the final say on whether candidates are in good standing with the University)
 - 1.14.3 President and Lead Representative candidates can complete their studies prior to the beginning of their term in office, or are able interrupt their studies for the duration of their term in office;
 - 1.14.4 President and Lead Representative candidates are able to work in the UK for the duration of their term in office, in accordance with relevant legislation;
 - 1.14.5 Candidates for Lead Representative roles are from the relevant School.
- 1.15 Following the close of nominations, the Deputy Returning Officer will confirm that candidates meet the following eligibility criteria:
- 1.15.1 Candidates standing for election for a President must be eligible to be a Trustee and Company Director in accordance with the relevant legislation;
 - 1.15.2 A Student Members can only serve a maximum of two terms in office as either President, Lead Representative or Student Governor. For the avoidance of doubt, Student Members who have already completed two terms of office in an elected position of the Union are not eligible to stand for election. This does not apply to NUS Delegate candidates.
 - 1.15.3 Candidates will be Student Members at the time of their election;
 - 1.15.4 Candidates have not previously been disqualified from any Union elections.
 - 1.15.5 Candidates have not previously resigned from or have not been removed from an elected, position within the Union or Trustee role, unless they have permission from the Trustee Board to stand in the election;
 - 1.15.6 Candidates are in good standing with the Union as determined by the criteria in the candidate handbook (for the avoidance of doubt, the Union's Chief Executive Officer or nominee will have the final say on whether candidates are in good standing with the Union)

- 1.15.7 Candidates have completed the requirements of the nomination process correctly, and before the deadline as determined by the Deputy Returning Officer;
 - 1.15.8 Candidates for President have self-certified that they will complete their studies prior to the beginning of their term in office, or will interrupt their studies for the duration of their term in office;
 - 1.15.9 Candidates for Lead Representative roles are from the relevant school.
 - 1.15.10 It is an election candidate's responsibility to ensure their eligibility to stand, including ensuring their course enrolment record and visa status is up to date, before submitting their nomination.
 - 1.15.11 Student Members cannot stand for or hold more than one position at any one time, except for the role of NUS National Conference Delegate which may be held alongside other elected roles. For the avoidance of doubt, President, Lead representative or Student Trustee role cannot be held simultaneously.
- 1.16 For the purpose of clarity, students who have opted-out of Student Membership will not be eligible to vote, campaign, or stand in the election.
- 1.17 Subject to the Articles, at the time of following the elections, prior to beginning their term in office and during their term in office, an elected office-holder must remain eligible under these rules in order to commence and continue their term in office.
- 1.18 The Deputy Returning Officer will take steps to ensure the eligibility of candidates to stand in the election and take office. No candidate shall be eligible to take office until the Deputy Returning Officer has certified that they have met the criteria of these Eligibility Rules.
- 1.19 The nomination or election of any candidate who does not meet the criteria of these Election Rules shall be null and void.

Nomination Process

- 1.20 Positions for each election will be advised in the Notice of Election.
- 1.21 For each position being elected an option to Re-Open Nominations (RON) shall be provided on every ballot.
- 1.22 By standing for election all candidates agree to be subject to the Union Articles, Byelaws, regulations, policy and values.
- 1.23 Candidates must complete the nomination process for each position they are running for. A process completed incorrectly may result in their nomination being ruled invalid by the Deputy Returning Officer.
- 1.24 Completed nominations must be submitted in accordance with the Notice of Election.
- 1.25 All candidates agree for their data to be shared with the University and Returning Officer for election administration purposes.
- 1.26 Late nominations will be automatically declared invalid.

Notice of Election

- 1.27 The Trustee Board will approve the provisional elections schedule annually, which will include the dates for the nomination period and voting period.
- 1.28 Elections for President, Lead Representatives and Student Governor must take place during the Spring semester. Any decision to hold an election for the position of President outside of the Spring semester is at the discretion of the Trustee board.
- 1.29 If the President, Lead representative, or Student Governor resigns, is disqualified or is removed from office at any time, the Trustee board will determine whether a by-election should take place; if the vacancy shall remain until the next elections are held, or if alternative temporary arrangements will be put in place.
- 1.30 The Deputy Returning Officer will have the power to adapt the dates to ensure fairness if required.
- 1.31 The Deputy Returning Officer shall publish a Notice of Election at the latest by the following times:
 - 1.31.1 President, Lead Representative, Student Governor, four weeks prior to the close of poll.
 - 1.31.2 By-election for any position or when nominations are re-opened; two weeks prior to the close of poll.
- 1.32 The Notice of Election shall specify:
 - 1.32.1 Details of the positions for election;
 - 1.32.2 Details of eligibility for each of the positions for election.
 - 1.32.3 Methods by which nomination packs, forms or equivalent material may be obtained.
 - 1.32.4 Details of the place, date and time by which completed nominations must be submitted.
 - 1.32.5 Details of the place, date and time of the Candidates' elections training.
 - 1.32.6 The Deputy Returning Officer's contact details, or their chosen point of contact.
 - 1.32.7 Any mandatory and optional election material to be provided with a valid application.
- 1.33 The Notice of Election shall be published on the Union website and in such other form as the Deputy Returning Officer shall deem appropriate.

Notice of Poll

- 1.34 The Deputy Returning Officer shall publish a Notice of Poll to Student Members at a time no later than 5.00pm on the last working day before the opening of polls.
- 1.35 The Notice of Poll shall specify:
 - 1.35.3 The location and opening times of polling stations, where applicable.
 - 1.35.4 Details of the arrangements for voting, which will usually be online using the Single Transferrable Voting (STV) system.
 - 1.35.5 The dates, locations and times of any candidates' debate sessions if they are taking place.

- 1.35.6 The date and location of the count, if a physical count is required.
- 1.35.7 The Deputy Returning Officer's contact details, including the email which must be used for all correspondence.
- 1.35.8 The Notice of Poll shall be published on the Union website and in such other form as the Deputy Returning Officer shall deem appropriate.

Candidates Meeting and Training

- 1.36 Election Training for all nominated candidates (and their campaign team if required by the Deputy Returning Officer) will be held after the close of nominations.
- 1.37 At this training the Returning Officer or the Deputy Returning Officer, will explain the election process, outline campaigning guidelines and set the tone of the election.
- 1.38 Candidates (and their campaign team if required by the Deputy Returning Officer) will have the opportunity to ask questions about any aspect of the election process.
- 1.39 If a candidate is unable to attend any of the scheduled training sessions, they must inform the Deputy Returning Officer by email.
- 1.40 Candidates (and their campaign team if required by the Deputy Returning Officer, are required to attend election training before they commence any campaigning, to ensure they are completely clear about all election regulations and procedures.
- 1.41 Candidates who do not attend election training or contact the Returning Officer or Deputy Returning Officer by the deadline set may be withdrawn from the election.
- 1.42 Additional training may be provided only at the discretion of the Deputy Returning Officer.
- 1.43 If the Deputy Returning Officer requires campaign team members to attend election training, then any campaign team members who do not attend election training will not be able to participate in the elections.

Manifestos

- 1.44 The Deputy Returning Officer will give candidates notice of the process for submitting manifestos.

Election Rules

- 1.45 The Returning Officer will approve the Election Rules set out in the Candidate Handbook. As standard, the following rules will be included (this is not an exhaustive list):
 - 1.45.1 All candidate publicity is subject to the approval of the Returning Officer in advance of publication.
 - 1.45.2 Candidates will be supplied with an amount of publicity material, determined by the Deputy Returning Officer (which may be nil), in order to promote their candidacy in the election

- 1.45.3 Candidates must not use sponsorship to fund their campaign and publicity.
 - 1.45.4 No candidate shall make derogatory, libellous or defamatory comments either verbally or written about another candidate, a member of a campaign team, election official or any staff of the Union/University.
 - 1.45.5 All publicity must comply with the Union and University's Equal Opportunities Policies.
 - 1.45.6 No candidate shall remove or in any way deface the election publicity of another candidate. This shall include obscuring, defacing or removing any current candidate's, union or university publicity/information already displayed.
 - 1.45.7 Any costs incurred resulting from damage caused by publicity or from additional cleaning costs in removing publicity, shall be charged to the student(s) responsible, who shall be wholly liable for any such costs.
- 1.46 As standard, the following could be considered as a breach of election rules (this is not an exhaustive list):
- 1.46.1 A candidate or their agents/supporters taking unfair advantage of any media;
 - 1.46.2 A candidate or their agents/supporters coercing students to vote;
 - 1.46.3 A candidate or their agents/supporters deliberately attempting to influence the impartiality of the Returning Officer, their nominee or other staff employed to assist with the elections
 - 1.46.4 A candidate or their agents/supporters deliberately sabotaging another candidate's campaign;
 - 1.46.5 A candidate or their agents/supporters infringing the University's rules and regulations;
 - 1.46.6 A candidate or their agents/supporters bringing the University/Union into disrepute;
 - 1.46.7 A candidate or their agents/supporters undertaking violence or intimidation towards anyone.
 - 1.46.8 Any Union Officer who abuses their position to unfairly advantage a candidate.
 - 1.46.9 Any Union member of staff who abuses their position to unfairly advantage a candidate.
 - 1.46.10 A candidate or their agents/supporters being proved to be in locations that are prescribed as 'no go' areas without written permission from the Returning Officer.

Elections Complaints Procedure

- 1.47 Any student or staff member can submit a complaint about a candidate or their campaigner or about the election process until the close of voting. These complaints may be on any of the following grounds:
- 1.47.1 Failure in good conduct of the election.
 - 1.47.2 Behaviour and activities of candidates or their supporters.
 - 1.47.3 The administration of the election.
 - 1.47.4 Breaches in regulations.
- 1.48 Complaints raised after this point will not be accepted, except in relation to the conduct of the count.
- 1.49 Any student can submit a complaint about the conduct of the count within one day of the announcement of results. Grounds for complaint are limited to:

- 1.49.1 The STV/AV calculations are inaccurate.
- 1.49.2 There is a physical error in the count.
- 1.50 All complaints must be sent in writing to the Deputy Returning Officer.
- 1.51 Complaints will normally be heard within 2 working days. The Returning Officer or the Deputy Returning Officer will respond in writing and candidates and complainants will be informed of any action taken.
- 1.52 In responding to a complaint, the Deputy Returning Officer, after hearing all the appropriate evidence, may decide to apply any of the following:
 - 1.52.1 Not to uphold the complaint.
 - 1.52.2 Refer the complaint to a more appropriate procedure.
 - 1.52.3 Suspend a candidate or the election(s) for a specified period pending an investigation(s).
 - 1.52.4 Apply sanctions to specified candidates (see sanctions below).
 - 1.52.5 Hold the election count and decide whether the basis of the complaint has any impact on the outcome of the vote.
 - 1.52.6 Re-run or void the election.
 - 1.52.7 Uphold the complaint with no further action.
- 1.53 In the event the Deputy Returning Officer ruled on the complaint, a candidate can appeal the decision of the Deputy Returning Officer to the Returning Officer.
- 1.54 The appeal must be made in accordance with the appeals procedure set out in the candidate handbook.
- 1.55 Appeals will normally be on the grounds that the decision of the Deputy Returning Officer was:
 - 1.55.1 Procedurally incorrect
 - 1.55.2 Taken outside the scope of the powers of the Deputy Returning Officer as defined by these regulations.
 - 1.55.3 Disproportionate.
- 1.56 The Returning Officer will normally rule on the appeal within three working days. The decision of the Returning Officer is final.
- 1.57 If the Returning Officer made the first ruling on the complaint, their decision is final and there is no route of appeal, unless otherwise determined by the Returning Officer.

Elections Sanctions

- 1.58 Any student found in breach of the election rules during any stage of the election may be penalised.
- 1.59 The penalty will be determined by the Returning Officer or Deputy Returning Officer.
- 1.60 Possible "minor sanctions" may include a verbal warning from the Deputy Returning Officer, or any other minor remedial action deemed appropriate by either the Returning Officer or the Deputy Returning Officer.

- 1.61 Other sanctions that may be determined by the Returning Officer or Deputy Returning Officer shall include:
- 1.61.1 A formal written warning, which will be published in locations deemed appropriate by the Returning Officer or Deputy Returning Officer.
 - 1.61.2 Disqualification from the election.
 - 1.61.3 Any student or Union staff member found to be interfering with the smooth running of the election, acting fraudulently or otherwise illegally may be referred for disciplinary action:
 - 1.61.4 under the Union's disciplinary procedures;
 - 1.61.5 and/or under the University's disciplinary procedures;
 - 1.61.6 and/or be reported to the police.

Byelaw D: Executive Committee

Scope

- 1.1 This Byelaw sets out the collective purpose and responsibilities of the Executive Committee and the individual responsibilities of the President.

Purpose

- 1.2 The purpose of the Executive Committee is to hold responsibility for and ensure that:
- 1.2.1 the Union is run efficiently, effectively, legally, and that we achieve our strategic aims in line with the wishes of the Trustee Board;
 - 1.2.2 the Union's activities are safe, legal, and in line with regulation.
 - 1.2.3 the Union has a high performing and highly satisfied staff team able to achieve targets.
 - 1.2.4 any delegated authority from the articles or Byelaws are followed across the whole Union.

Membership

- 1.3 the Executive Committee membership includes:
- 1.3.1 the Union Chief Executive Officer (Chair)
 - 1.3.2 the President (Sabbatical Trustee)
 - 1.3.3 the rest of the Senior Management Team
- 1.4 The President shall have a casting vote in the instance of a tie.
- 1.5 The Executive Committee is responsible to the membership through the Trustee Board.

Sabbatical Officer Role

- 1.6 The President shall
- 1.6.1 hold office from for a period of time in accordance with the Articles,
 - 1.6.2 be remunerated as per their conditions of employment outlined in their employment contract.
 - 1.6.3 fulfil all duties and obligations that arise consequently upon signing the Sabbatical Officer contract of employment for the post of President, which include but are not limited to:
- 1.7 Trustee Board responsibility
- 1.7.1 work in partnership with the Chief Executive to achieve the mission of the organisation and to drive the strategic planning process.

- 1.7.2 be a member of the Union's Executive Committee and Trustee Board acting as Vice-Chair, working closely with the Chair to facilitate and coordinate the administration of board meetings and matters arising.
- 1.7.3 be responsible for coordinating the work of any committee(s) to which they act as Chair. Such responsibility shall include reviewing the attendance record of committee members and ensuring the accountability of the membership in terms of the Committees' Terms of Reference and the attendance requirements laid down in the Memorandum and Articles of Association.
- 1.7.4 hold responsibility for ensuring the policies of the Union are abided by.
- 1.7.5 ensure that statutory and regulatory requirements are met by the union.
- 1.7.6 along with the rest of the Trustee board, review the Strategic Plan in the summer term of each academic year.
- 1.7.7 uphold Union Policy at all times and abide by the relevant codes of conduct.
- 1.7.8 be a key ambassador of the Students' Union, uphold its policies and constitution and in no way bring the Union into disrepute.
- 1.7.9 be responsible for upholding the democratic processes of the Union and encourage participation in Union democracy amongst students but will take no part in the organisation and administration of Union elections.

1.8 Executive Responsibility

- 1.8.1 represent the Students' Union at University Board of Governors and Academic Board meetings.
- 1.8.2 be the principal spokesperson for the Union dealing with media enquiries in conjunction with the Chief Executive.
- 1.8.3 present a Strategic Plan for the year at the Annual Members Meeting
- 1.8.4 attend ceremonial events on behalf of the Union.
- 1.8.5 attend all staff development and training as required.
- 1.8.6 engage with School and Course Representatives to provide support, training, advice and campaigning.
- 1.8.7 take an active role in assisting Union staff with the line management of Lead Representatives for schools, as appropriate.
- 1.8.8 ensure all elected representatives and community leaders are carrying out their responsibilities as set out in their job description, codes of conduct and, if relevant, contract of employment, and where they are not, work with Union staff to take appropriate actions in line with the Union's policies and procedures.

1.9 Campaigning and representation responsibility

- 1.9.1 be responsible to the Union's Membership, through The Trustee Board, the Executive Committee, Student Forum, Referenda, Company Law Meetings and Student Member Meetings.
- 1.9.2 represent students by leading the delegation at NUS National Conference.
- 1.9.3 lead representation and liaison between the Union, the University, the local community and national bodies.
- 1.9.4 represent the Students' Union on relevant University Committees.
- 1.9.5 act as the lead representative for all Union activities in academic affairs including the National Student Survey and student submissions required for Office for Students and other regulatory bodies.
- 1.9.6 act as the lead representative with regard to access and widening participation policy.
- 1.9.7 assist Union staff and Lead Representatives to develop and deliver resources and training for Course and School Representatives.
- 1.9.8 attend relevant student forums and actively engage and participate with the meetings.
- 1.9.9 support the work of all the elected Lead Representatives for schools and promote the work of student communities and networks.
- 1.9.10 encourage participation and engagement with Union democracy, activities and services.
- 1.9.11 work closely with Lead Representatives for schools, ensuring that they are supported in running their campaigns throughout the year.
- 1.9.12 work closely with communities, networks and Lead Representatives for schools to ensure the representation and support of faith and liberation groups, ensuring these students are able to participate in Union activities and democratic processes.
- 1.9.13 represent, promote and defend the rights of members and act in the best interest of the Union at all times.
- 1.9.14 cover the work of a Lead Representative for school who is absent or unable to fulfil their own role, as set out in their job description.
- 1.9.15 raise awareness among students of issues that affect or interest them and lead them to take appropriate action, and to lobby for change on their behalf and to ensure the delivery of key messages to key stakeholders.

1.10 In the instance of the President's extended absence or resignation, the Trustee Board will collectively determine the appropriate course of action which may include:

- 1.10.1.1. Calling a by-election;
- 1.10.1.2. Redistributing responsibilities amongst the other Lead Representatives or appropriate staff members
- 1.10.1.3. Any other lawful action the Board deems appropriate provided it does not contravene the Articles.

Byelaw E: Codes of Conduct

Statement

- 1.1 The Students' Union aims to foster a community with an atmosphere of trust, harmony and respect. The Students' Union's priority is to work in the best interests of the membership by providing a safe environment within our designated premises and during all Students' Union activities on and off University premises. These Codes of Conduct are designed to underpin this principle.
- 1.2 This document sets out the standards to which we expect individual members and our affiliated student groups to abide.
- 1.3 We acknowledge the different roles a member might have within South Bank Students' Union and set out any specific standards for each of these groups.

Scope

- 1.4 These codes do not apply to Union support staff (except for the President, Lead School Representatives and those employed as student staff), who have their expectations around conduct set out separately, and within the staff handbook.
- 1.5 Breaches of any of the rules in these Codes of Conduct will be considered to be misconduct and could lead to an individual being subject to the disciplinary procedures specific to their status within the Union. The Disciplinary procedures in force at the time of any investigatory or disciplinary outcome shall be invoked following a breach of the Code of Conduct.
- 1.6 Multiple or repeated incidents of misconduct may be more serious than a single act of misconduct and previous findings will be taken into account when determining what sanction should be imposed.
- 1.7 The Students' Union reserves the right to request the University to take additional disciplinary action where necessary.
- 1.8 Where applicable, these codes apply equally to individuals and groups of students, and the Union reserves the right to apply sanctions to a whole group via the disciplinary process if deemed appropriate.
- 1.9 Guests are the responsibility of the introducing member and are not subject to disciplinary procedures but may be dealt with via agreed sanctions in force at that time.
- 1.10 In the event of a guest causing damage to property or breaching good order, the member who signed that guest in bears full responsibility for their guest's actions.
- 1.11 If a disciplinary hearing is necessary, the introducing member will be the accountable party.
- 1.12 In addition to the rules outlined below, all members are expected to conduct themselves according to the guidelines laid out in the following University and Students' Union documents:

- 1.12.1 the University's Student Disciplinary procedures
 - 1.12.2 the Union Student Group Rules relating to student groups;
 - 1.12.3 the Union's Articles and Byelaws; and in particular the expectations set out in this byelaw.
- 1.13 Members are obliged to read, understand and comply with the above documents. Full copies of the documents will be available via the Students' Unions website.

Limits of Jurisdiction

- 1.14 The expectations set out in the codes of conduct relate to the following circumstances:
- 1.14.1 On or around the Union's premises and spaces
 - 1.14.2 While a member is using Union facilities or at a Union event
 - 1.14.3 When a member is representing or acting on behalf of the Union at any event, of any kind.
 - 1.14.4 Any of the above where interaction or incident is on social media.
 - 1.14.5 Where a complaint is made about an activity organised by an affiliated society; sports club; student network including socials; campaigning activity; and activity that can be reasonably perceived as organised by the Union or any of its communities or in that community's name.
- 1.15 For the avoidance of doubt, this could include activities and behaviour of members off Union premises, and outside of Union activities. The following list gives examples where the Policy may be applied but should not be considered exhaustive:
- 1.15.1 University premises including car parks and service roads.
 - 1.15.2 sports fields/grounds managed or hired by the Union/University
 - 1.15.3 sporting events held at other colleges or universities involving members of the Union.
 - 1.15.4 sports tours involving members of the Union.
 - 1.15.5 trips in this country and abroad arranged by the Union.
 - 1.15.6 events/entertainment/balls held off campus by the Union or affiliated student groups.
 - 1.15.7 Student group events held off campus.
 - 1.15.8 circumstances where members' rights and privileges as set out in the Code of Practice between the Union and University are affected which may include events and activities not hosted by the Union.

Code of Conduct for Student Members

Application

- 1.16 This Code of Conduct applies to all members and in particular to the following people who will be referred to in this byelaw as 'members':
- 1.16.1 Student Members;
 - 1.16.2 Opted-out students.
 - 1.16.3 Student Leaders and elected representatives (including Community leaders, Society committee members, Lead School Representatives, Student Governor, SU President)
 - 1.16.4

- 1.16.5 Student Trustees
- 1.16.6 Members of student societies, communities and networks
- 1.16.7 Associate Members of the Students' Union.

Violence, abuse and harassment

- 1.17 All students and staff have the right to live, study, work and relax in an environment where they are free from any form of sexual violence, physical violence, abuse and harassment and where their body and personal boundaries are respected.
- 1.18 No student or staff member should be forced to just 'put up' with violent behaviour from others, threats of such behaviour or any forms of abuse or harassment. Action must be taken where necessary to ensure all students and staff are able to enjoy university life without experiencing these.
- 1.19 Any form of bullying, harassment, discrimination or victimisation will not be tolerated by the University or the Students' Union, against its staff from its members, employees, customers, suppliers or other people not employed by the organisation, and members and staff who commit or threaten these acts should be stopped (i.e. their behaviour challenged) and disciplined as appropriate for their actions.

Behaviour towards others

- 1.20 You should treat all Union and University staff, students and visitors with courtesy and respect.
- 1.21 You should respect other members' and staff's basic rights to work and live in a safe, secure environment, free from anxiety, fear, intimidation and harassment.
- 1.22 You should not bully, discriminate or harass anyone, especially on the basis of their age, disability, gender re-assignment, marital status, pregnancy, race, religion or belief, sex or sexual orientation.
- 1.23 On no occasion should you use personally abusive, threatening or violent behaviour either in person or through the use of email, texts, messaging services or social media.

Safety and Security

- 1.24 The Union owes a duty of care to its members and staff and strives to ensure that the Union is a place in which all members and staff can participate safely. Members are required to comply with reasonable instructions from any member of Union staff and to observe the safety regulations of the University and Union.
- 1.25 You should ensure that you do not take any action that endangers yourself or others.
- 1.26 You should comply promptly with any requests in the event of an emergency.

Care of property

- 1.27 You should treat University and Union property, equipment and other materials and the property of others, including the property of the Union's students communities,

with care and respect.

- 1.28 You must abide by the University and Union policies regarding food and drink where this is signposted as this can damage equipment.
- 1.29 You should take care of your own property and not leave valuables unattended.

Smoking, drugs and alcohol

- 1.30 Smoking and vaping are prohibited inside any building or premises operated by the Union. You should make sure that you do not smoke or vape near doors and outside areas where it is clearly designated as no smoking.
- 1.31 You must not take or supply illegal drugs. Drugs found in your possession will be confiscated.
- 1.32 You may only drink alcohol supplied by the Union or University on campus at organised functions or in the University bar.
- 1.33 Any member causing a nuisance or engaging in disruptive behaviour as the result of taking illegal drugs or alcohol may be asked to leave the premises and disciplinary action may be taken against them.

ID cards

- 1.34 Members are expected to carry their university identification card at all times and produce it when entering the Students' Union's buildings, if requested by a member of Students' Union staff, a Sabbatical Trustee or an outside security firm employed by the Students' Union or the University.

Unacceptable behaviour

- 1.35 Disciplinary procedures may be invoked if it is alleged that a student has committed misconduct, examples of which may include *but are not limited to* the following:
 - 1.35.1 Abusive, threatening or unreasonable behaviour or assault and/or behaviour which causes fear or distress to others;
 - 1.35.2 sexual violence, abuse or harassment;
 - 1.35.3 racist activity or behaviour;
 - 1.35.4 damage to Union property or the property of any student or member of staff;
 - 1.35.5 any action likely to cause injury to any person or impairing the safety of the premises; including fighting on Union premises or during Union activity;
 - 1.35.6 conduct that interferes with the academic or administrative activities of the University, such as disruption of teaching, research, examinations, working of staff and other campus services;
 - 1.35.7 falsification or misuse of personal records including in elections or student group eligibility checks;
 - 1.35.8 misappropriation or misuse of Union funds or assets or those of others;
 - 1.35.9 false pretence or impersonation of others within or without the Union;
 - 1.35.10 offering, promising, giving, receiving or soliciting a financial, academic or other advantage or favour as a means to influencing the actions of

- others
- 1.35.11 conduct, either on or off campus, which brings the Union or University into disrepute.

Code of Conduct for members of Student Union communities and networks

- 1.36 In addition to the standards of behaviour expected of all members, the members of sports clubs; academic and non-academic societies and communities; Course reps; and Student Networks must abide by the Union's rules which apply to student groups which will be published on the Union's website and made available to all members upon joining an SBSU student community.

Code of Conduct for Student Leaders

- 1.37 Student Leaders are members who are either elected, nominated or volunteer in recognised Union roles to lead activity or represent students. These include:
 - 1.37.1 Elected representatives include SU President; Student Governor, Lead School Representatives; Course Reps.
 - 1.37.2 Activity Leaders include society committee members and volunteer community leaders of; academic and non-academic communities and networks.
- 1.38 Student Leaders potentially have power, influence and control over the actions of other students. These are positions of responsibility which carry greater expectations, particularly in relation to honesty and providing an example to others. It is therefore expected that student leaders will be ambassadors for the Students' Union and practice responsible and inclusive behaviours.
- 1.39 Student leaders are expected to lead Union activity to the best of their ability by:
 - 1.39.1 Actively supporting the Union's values, objects and mission, leading in an inclusive way and carrying out their duties to a high standard;
 - 1.39.2 Knowing and understanding their role and responsibilities especially their duty of care and safeguarding responsibilities towards other students;
 - 1.39.3 Undergoing required training for their role and highlighting where more may be required;
 - 1.39.4 Attending Union and University meetings and events as required for their role;
 - 1.39.5 Carrying out their duties in accordance with the Union's operating policies, seeking out advice from Union staff when necessary.
 - 1.39.6 Keeping in regular contact with Union Support Staff replying to communication and requests in a timely manner.
 - 1.39.7 Where appropriate, supporting the smooth handover of duties and information to students taking over their role;
 - 1.39.8 Supporting all students to ensure that they receive equitable treatment;
 - 1.39.9 Not to be under the influence of intoxicants where such behaviour could be deemed unacceptable.
- 1.40 In addition to the expectations set out in section 1.16-1.36, Elected representatives must:

- 1.40.1 Collect and accurately represent views from a diverse range of students on matters of importance relating to their remit.
 - 1.40.2 Accurately represent the Union; understanding and upholding the Union's policy positions where required.
 - 1.40.3 Pro-actively feedback into relevant Union committees and structures in a timely and constructive way.
- 1.41 In addition to the expectations set out in section 1.16-1.36, Activity Leaders must abide by the specific obligations relating to their role set out in the Student communities handbook.

Code of Conduct for Student Governor

- 1.42 The Student Governor is elected to their position by the student body. Once elected and in post, they hold high office and become:
- 1.43
- 1.43.1 An official volunteer and representative of the Union
 - 1.43.2 A governor for London South Bank University
 - 1.43.3 A student member of the Union (if not already)
- 1.44 The Student Governor is required to uphold the standards of conduct expected of them in all of these roles, and this code of conduct aims to provide clarity about those standards.
- 1.45 Failure to follow this code could be considered as not fulfilling the responsibilities of any of the roles set out in section 1.42.
- 1.46 In addition to this code, the Student Governor must also adhere to the obligations set out for them set out for them in:
- 1.46.1 The University's policies relating to the role of governor.

Induction and Training

- 1.47 The student governor is expected to fully participate in the induction training and any ongoing skills or personal development activity. This could include but is not limited to; training courses; workshops; external programmes; advance or supplementary reading, preparation work or research; coaching/mentoring sessions; or conferences.
- 1.48 The student governor is required to develop a good working knowledge of the Union's governing documents and Byelaws, especially those relating to their obligations as a University governor and the Union's conduct and disciplinary processes.

Performance

- 1.49 The student governor will attend an annual performance review (appraisal) of their performance against this code of conduct with a member of the management team.

Managing professional and personal life

- 1.50 The student governor is the 'face' of the Union, and through their election by members, they are given the prestigious status of being an official representative of LSBU students. This prestige brings with it a higher-level of responsibility and accountability which must be taken seriously, as failure to do so could result in significant risk for the Union.
- 1.51 Students are unlikely to see the difference between a governors personal and professional lives, therefore, the Student Governor must be mindful that their words and actions, whether in or out of work is inextricably linked with people's perception of the Students' Union.
- 1.52 Within the remit of their role, and as set out in the Union's byelaws the Student Governor has an explicit obligation to:
- 1.52.1 uphold Union policy at all times;
 - 1.52.2 be a key ambassador for the Union and;
 - 1.52.3 to not in any way bring the Union's reputation into disrepute.
- 1.53 The student governor should give careful thought and consideration as to how both their public and private conduct might impact on these obligations. Elected Representatives are expected to uphold these obligations by:

Social Media

- 1.53.1 conducting themselves according to the principles outlined by the "Nolan" Committee (Third report July 1997) Standards in Public Life.
- 1.53.2 Using a professional internet/social media profile for Union work which is separate to personal accounts.
- 1.53.3 Applying the standards within this code of conduct to any public activity on the internet, whether via a personal or professional profile.

Alcohol

- 1.53.4 Not drinking to excess when required to attend social events as part of the role.
- 1.53.5 Using professional judgement when not technically 'working' but attending a social event where students are present.

Relationships

- 1.53.6 Declaring any relationship which could be perceived to impact on their role within the organisation to the Chief Executive and not using the position of perceived authority within the student body to own advantage or abuse this position in anyway.

Press Enquiries

- 1.53.7 Referring all requests for press related activity to the Chief Executive who will provide advice and support in liaising with the contact; writing a press release and distributing it or providing a quote.

Public support for external / political causes

- 1.53.8 Upholding Union policy and democratic structures as bound in the Union's governing documents at all times. This includes not publicly speaking out on a specific issue or cause which members reasonably perceive as being representative of the Union and its policies as a whole.
- 1.53.9 Being aware of the legal principles affecting political activity for Charities within Charity Law. The Student Governor should refer to NUS ([NUS Guidance on Political Activity in relation to Students' Unions](#)) senior managers and external trustees for advice and guidance on this matter before acting publicly.

Union Policy and Procedures

- 1.53.10 Upholding the Union and University's policy and procedures at all times, especially those relating to their role as a member; student; and elected representative. This includes the codes of conduct for those groups and operational policies such as (but not limited to) IT; data protection; health and safety, Equality, Diversity and Inclusion and Safeguarding.

Working with University Colleagues

- 1.54 The Student Governor gains the opportunity to represent the Union and students at university boards and meetings, and to build relationships with important University stakeholders such as governors, executive team members and heads of department.
- 1.55 The Student Governor must use these opportunities to develop productive working relationships and present a good image of the Union as a credible and trusted partner. The Student Governor is expected to uphold this by:
 - 1.55.1 Attending all formal University meetings and boards as required within the role and sending timely apologies to the relevant person if absence from a meeting is unavoidable.
 - 1.55.2 Use only the Union and University's appropriate boards and management structures to raise student issues or concerns, taking care not to use their position to inappropriately escalate matter of personal interest directly to senior staff, bypassing those with immediate responsibility.
 - 1.55.3 Ensuring the Chief Executive and relevant senior managers are kept aware of any contact they have with senior members of university staff outside of formal or agreed University meetings to ensure that the SU is seen to be working in a co-ordinated and professional manner.

Code of Conduct for Lead School Representatives, and the SU President

Introduction

- 1.56 Lead School representatives and the SU President are elected to their position by the students they represent. Once elected and in post, they hold high office and become:
 - 1.56.1 Union employees on a fixed term basis.
 - 1.56.2 An officially recognised representative of LSBU students.
 - 1.56.3 A student member of the Union (if not already)

- 1.57 In addition, the SU President becomes a:
- 1.57.1 Trustee of the Union,
 - 1.57.2 A governor for London South Bank University
- 1.58 Lead School Representatives and the SU President are required to uphold the standards of conduct expected of them in all of these roles, and this code of conduct aims to provide clarity about those standards.
- 1.59 Failure to follow this code could be considered as not fulfilling the responsibilities of any of the roles set out in section 1.56.
- 1.60 In addition to this code, Lead School Representatives and the SU President must also adhere to the obligations set out for them set out for them in:
- 1.60.1 Sabbatical Officer employment contract
 - 1.60.2 Union Support Staff Handbook
- 1.61 The SU President must also adhere to the obligations set out for them in:
- 1.61.1 Trustee code of conduct
 - 1.61.2 Duties of the role in the Union's Byelaws,

Availability

- 1.62 Lead School Representatives and the SU President are employed in a 'student-facing' role and will carry out the majority of work on campus, in the Union's workspaces.
- 1.63 Lead School Representatives and the SU President must seek approval from Chief Executive or their nominee before working remotely.
- 1.64 Lead School Representatives and the SU President are expected to be available to students and the majority of work will be carried out during typical 'office hours', however, 'out of hours' working will be required from time to time and in these cases TOIL procedures for Union staff will apply.
- 1.65 'Out of hours' work will most likely be required to meet the following commitments:
- 1.65.1 Welcome, Induction and Freshers – for both the September and January intakes and possibly others.
 - 1.65.2 Attending Trustee Board meetings and subcommittees. (SU President)
 - 1.65.3 Attending LSBU Board meetings
 - 1.65.4 Union Campaigns and associated events such as Black History Month

Induction and Training

- 1.66 Lead School Representatives and the SU President are expected to fully participate in the induction training and any ongoing skills or personal development activity. This could include but is not limited to; training courses; workshops; external

programmes; advance or supplementary reading, preparation work or research; coaching/mentoring sessions; or conferences.

- 1.67 Lead School Representatives and the SU President are required to develop a good working knowledge of the Union's governing documents and Byelaws, especially those relating to their obligations as an elected representative, employee and a trustee (SU President), and the Union's conduct and disciplinary processes.

Performance

- 1.68 Lead School Representatives and the SU President will agree objectives and an action-plan with a member of the Union's management team which will be reviewed regularly, forming the basis of the report required for the Trustee Board.
- 1.69 All Lead School Representatives and the SU President will attend an annual performance review (appraisal) of performance against objectives and this code of conduct with a member of the s management team.

Managing professional and personal life

- 1.70 Lead School Representatives and the SU President are the 'face' of the Union, and through their election by members, they are given the prestigious status of being the official representatives of LSBU students. This prestige brings with it a higher-level of responsibility and accountability which must be taken seriously, as failure to do so could result in significant risk for the Union.
- 1.71 Students are unlikely to see the difference between an officer's personal and professional lives, therefore, Lead School Representatives and the SU President must be mindful that their words and actions, whether in or out of work is inextricably linked with people's perception of the Students' Union.
- 1.72 Within the remit of their role, and as set out in the Union's byelaws Lead School Representatives and the SU President have an explicit obligation to:
- 1.72.1 uphold Union policy at all times;
 - 1.72.2 be a key ambassador for the Union and;
 - 1.72.3 to not in any way bring the Union's reputation into disrepute.
- 1.73 Lead School Representatives and the SU President should give careful thought and consideration as to how both their public and private conduct might impact on these obligations. Elected Representatives are expected to uphold these obligations by:

Social Media

- 1.73.1 conducting themselves according to the principles outlined by the "Nolan" Committee (Third report July 1997) Standards in Public Life.
- 1.73.2 Using a professional internet/social media profile for Union work which is separate to personal accounts.
- 1.73.3 Applying the standards within this code of conduct to any public activity on the internet, whether via a personal or professional profile.
- 1.73.4 Avoiding using personal phones; phone numbers and email accounts; addresses etc to communicate with students about work related matters. The Union will provide officers with devices which should be

used solely for communication in a professional capacity. The professional accounts and devices will be handed over to new officers at the end of an officer's term.

Alcohol

- 1.73.5 Not drinking to excess when required to attend social events as part of the role.
- 1.73.6 Using professional judgement when not technically 'working' but attending a social event where students are present. For the avoidance of doubt, staff and other employees should not be drinking whilst working in their general day to day jobs.

Relationships

- 1.73.7 Declaring any relationship which could be perceived to impact on their role within the organisation to the Chief Executive and not using the position of perceived authority within the student body to own advantage or abuse this position in anyway.

Press Enquiries

- 1.73.8 Referring all requests for press related activity to the Chief Executive who will provide advice and support in liaising with the contact; writing a press release and distributing it or providing a quote.

Public support for external / political causes

- 1.73.9 Upholding Union policy and democratic structures as bound in the Union's governing documents at all times. This includes not publicly speaking out on a specific issue or cause which members reasonably perceive as being representative of the Union and it's policies as a whole.
- 1.73.10 Being aware of the legal principles affecting political activity for Charities within Charity Law. Lead School Representatives and the SU President should refer to NUS ([NUS Guidance on Political Activity in relation to Students' Unions](#)) senior managers and external trustees for advice and guidance on this matter before acting publicly.

Union Policy and Procedures

- 1.73.11 Upholding the Union and University's policy and procedures at all times, especially those relating to their role as a member; student; employee; elected representative and Trustee (SU president). This includes the codes of conduct for those groups and operational policies such as (but not limited to) IT; data protection; health and safety, Equality, Diversity and Inclusion and Safeguarding.

Working with others

Support Staff

- 1.74 Lead School representatives are employees of the Union and form part of the Union's staff line management structure which is overseen by the Chief Executive

Officer who is delegated responsibility for the operational staffing and day to day running of the organisation by the board of Trustees. They are accountable to the Chief Executive by way of the line management structure.

The SU President is also an employee of the Union, however, as a Trustee, They are accountable to the Trustee Board, however, in their role as leader they have an obligation to ensure they both uphold the standards and expectations set for them as an employee, and that they do not use their position to undermine the management of the Union's staff team.

1.75 The SU President in their role as a leader and Trustee within the Union must strive to create a safe; respectful and inclusive working environment for staff and promote a culture which motivates staff to succeed. The President is expected to uphold this by:

- 1.75.1 Establishing good working practices with Union staff, seeking advice from the senior management team on managing staff relationships.
- 1.75.2 Engaging with staff by taking an active interest in their work (even if not directly connected to the individual officer's role), by participating in group discussions and activity and attending meetings which have been scheduled– notifying the correct person in a timely manner if absence is unavoidable.
- 1.75.3 Not discussing issues to do with staffing (such as recruitment, pay promotion, performance, complaints, grievance, whether informal or formal) directly with those members of staff, instead raising it with the Chief Executive, or relevant senior manager.
- 1.75.4 This includes where there is a perception that a staff member is not working effectively. This should not be discussed with the employee directly, instead raised constructively with the Chief Executive, or relevant senior manager who will deal as appropriate.
- 1.75.5 Not discussing issues to do with staffing (such as recruitment, pay promotion, performance, complaints, grievance, whether informal or formal) with anyone outside the Union's senior management team. Sharing confidential or unsubstantiated information about a staff member leaves the Union and the Trustees at risk of legal liability.
- 1.75.6 Creating professional boundaries with staff. If a close friendship develops, the Chief Executive should be informed to ensure the officer's position is not perceived as compromised in anyway.
- 1.75.7 Adhering to the Union's processes and policies relating to staffing as set out in the staff handbook and EDI policy.

Other Elected representatives

1.76 Elected Representatives hold a prestigious office within the Union and must be the ultimate role models for upholding the fundamental principles of the student movement; student-led and democratic decision making.

1.77 These values underpin how decisions and agreements are made within the representative team, with decisions being sought collectively through open and

respectful discussion, seeking advice from senior managers and external advisors where appropriate until a mutually agreeable outcome for all members of the team is determined.

- 1.78 An elected representative must actively build relationships with fellow representatives which are supportive; encouraging and respectful and approach these discussions constructively. They will do this by:
- 1.78.1 Taking an active interest in the work and objectives of fellow representatives and staff and helping them to achieve these.
 - 1.78.2 Understanding the remit of their role and the remit of fellow representatives, taking on work or campaigns which are relevant only to their own so as to not undermine another's representatives' role.
 - 1.78.3 Providing a safe and secure space for fellow representatives and managers to discuss important and sensitive matters and opinions without threat of these being disclosed to other parties.
 - 1.78.4 Maintaining a regular dialogue with fellow representatives
 - 1.78.5 Respecting and adhering to decisions made by the majority and not seeking to undermine these on the rare occasions that a mutually agreeable outcome cannot be reached. If this does happen, discuss with the Chief Executive or relevant senior manager who will offer support and advice to find ways for officers to fulfil this obligation without compromising the Union, or principles or beliefs which are important to the individual.
 - 1.78.6 Talking to one another at an early stage about any (potential for) conflicts or disagreements, maintaining a professional and constructive attitude and not using personal insults or attacks, seeking support from the Chief Executive or relevant senior manager if necessary

University Colleagues

- 1.79 Lead School representatives and the SU President gain the opportunity to represent the Union and students at university boards and meetings, and to build relationships with important University stakeholders such as governors, executive team members and heads of department.
- 1.80 Lead School representatives and the SU President must use these opportunities to develop productive working relationships and present a good image of the Union as a credible and trusted partner. Lead School representatives and the SU President are expected to uphold this by:
- 1.80.1 Attending all formal University meetings and boards as required within the role and sending timely apologies to the relevant person if absence from a meeting is unavoidable.
 - 1.80.2 Use only the Union and University's appropriate boards and management structures to raise student issues or concerns, taking care not to use their position to inappropriately escalate directly to senior staff, bypassing those with immediate responsibility.
 - 1.80.3 Ensuring the Chief Executive and relevant senior managers are kept aware of any contact they have with senior members of university staff outside of formal or agreed University meetings to ensure that the SU is seen to be working in a co-ordinated and professional manner.

Misconduct

1.81 For the avoidance of doubt, the following section sets out a list of matters which would normally be regarded as misconduct, however this list is a guide and not exhaustive:

- 1.81.1 Minor breaches of Union policies;
- 1.81.2 Minor breaches of your contract;
- 1.81.3 Damage to, or unauthorised use of, our property;
- 1.81.4 Poor timekeeping;
- 1.81.5 Time wasting;
- 1.81.6 Unauthorised absence from work;
- 1.81.7 Refusal to follow instructions from the Trustee Board;
- 1.81.8 Excessive use of Union equipment or devices for personal matters;
- 1.81.9 Excessive personal e-mail or internet usage;
- 1.81.10 Inappropriate or offensive language or other offensive behaviour;
- 1.81.11 Negligence in the performance of duties;
- 1.81.12 Smoking in no-smoking areas;
- 1.81.13 Failure to attend disciplinary meetings without good reason.

1.82 This list is intended as a guide and is not exhaustive.

Gross Misconduct

1.83 Gross misconduct is a serious breach of contract and includes misconduct which, in the Union's opinion, is likely to prejudice its business or reputation or irreparably damage the working relationship and trust between and officer and it.

1.84 Gross misconduct will be dealt with under Byelaw G or the Staff Handbook and will normally lead to dismissal without notice or pay in lieu of notice (summary dismissal) which includes removal from office and as a Trustee (if applicable) and a student member.

1.85 The following are examples of matters that are normally regarded as gross misconduct, however this list is a guide and not exhaustive:

- 1.85.1 Theft or fraud;
- 1.85.2 Physical violence or bullying;
- 1.85.3 Deliberate damage to Union buildings, fittings, property or equipment, or the property of a colleague, contractor, customer or member of the public;
- 1.85.4 Serious misuse of Union property or name;
- 1.85.5 Deliberately accessing internet sites containing pornographic, offensive or obscene material;
- 1.85.6 Repeated or serious failure to obey instructions, or any other serious act of insubordination;
- 1.85.7 Unlawful discrimination or harassment;
- 1.85.8 Bringing the Union into serious disrepute;
- 1.85.9 Being under the influence of alcohol, illegal drugs or other substances during working hours;
- 1.85.10 Causing loss, damage or injury through serious negligence;
- 1.85.11 Serious or repeated breach of health and safety rules or serious misuse of safety equipment;

- 1.85.12 Unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure;
- 1.85.13 Accepting or offering a bribe or other secret payment;
- 1.85.14 Conviction for a criminal offence that in the Union's opinion may affect its reputation or its relationships with its staff, stakeholders, customers or the public, or otherwise affects your suitability to continue to work for it;
- 1.85.15 Possession, use, supply or attempted supply of illegal drugs;
- 1.85.16 Serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;
- 1.85.17 Knowing breach of statutory rules affecting your work;
- 1.85.18 Unauthorised use, processing or disclosure of personal data contrary to the Union's Data Protection Policy;
- 1.85.19 Harassment of, or discrimination against, employees, contractors, clients or members of the public, related to gender, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, disability, religion or belief or age [contrary to the Union's EDI policy];
- 1.85.20 Refusal to disclose any of the information required by your employment or any other information that may have a bearing on the performance of your duties;
- 1.85.21 Giving false information as to qualifications or entitlement to work (including immigration status) in order to gain employment or other benefits;
- 1.85.22 Knowingly taking parental, paternity or adoption leave when not eligible to do so or for a purpose other than supporting a child;
- 1.85.23 Making a disclosure of false or misleading information under our Whistleblowing Policy maliciously, for personal gain, or otherwise in bad faith;
- 1.85.24 Making untrue allegations in bad faith against a colleague;
- 1.85.25 Victimising a colleague who has raised concerns, made a complaint or given evidence or information under our Grievance Procedure, Disciplinary Procedure or otherwise;
- 1.85.26 Serious misuse of the Union's information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of e-mail and the internet);
- 1.85.27 Undertaking unauthorised paid or unpaid employment during your working hours;
- 1.85.28 Unauthorised entry into an area of the premises to which access is prohibited.
- 1.85.29 Breach of the confidentiality rules set out in this Code.

1.86 This list is intended as a guide and is not exhaustive.

Code of Conduct for Trustees

- 1.87 The Union will have a Trustee code of conduct that will define the minimum expected standards for Trustees, and it will be made available to all members of the Trustee board as part of their induction.
- 1.88 The code of conduct shall be discussed by the Board of Trustees, amended if necessary and signed by all Trustees either annually or in the event new Trustees are appointed.

Expectations

- 1.89 The code of conduct must include the following expectations:
 - 1.89.1 Trustee Standards;
 - 1.89.2 Level of legal and organisational compliance;
 - 1.89.3 Conflicts of interest;
 - 1.89.4 Boardroom etiquette;
 - 1.89.5 Board of Trustees development; and
 - 1.89.6 Examples of actions that may constitute a breach of the code.
- 1.90 In addition to the Union's Trustee Code of Conduct Trustees must adhere to their obligations as set out by the UK Government's regulator for Charities.

Byelaw F: Complaints

Scope

- 1.1 In accordance with the 1994 Education Act, this is the Union's complaints procedure.
- 1.2 These complaints procedures are for the use of students members; Associate Members, elected representatives; Union staff; or opted-out members who have a complaint about their treatments by individuals associated with the Union by membership status; elected office or employment.
- 1.3 In addition, an opted-out member may complain under these procedures if they feel that they have been unfairly disadvantaged by reason of having exercised their right to opt-out of Union Membership.
- 1.4 Complaints from University staff members or members of the public shall initially be dealt with informally by the relevant Union staff member, or Trustee, and may be formally considered by the Senior Management Team or any other committee that the Trustee Board deem to be appropriate, but are not required to otherwise follow this procedure.
- 1.5 Complaints may be lodged against an individual or a group of members.
- 1.6 Complaints will be considered under this procedure when they relate to:
 - 1.6.1 dissatisfaction with the Union's operations or services;
 - 1.6.2 conduct of another member contradictory to the Codes of Conduct;
 - 1.6.3 conduct of a Union staff member, elected representative, activity leader or Trustee
 - 1.6.4 performance of an elected representative in their role as a representative for students
 - 1.6.5 any other issues which cannot be dealt with under alternative procedures, provided that the complaint is within the Union's jurisdiction to act.
- 1.7 A complaint shall not be considered under this procedure if:
 - 1.7.1 it is not within the Union's jurisdiction to act, in that it is not relevant to Union activity, operations or services and does not affect the membership rights and privileges of the complainant as set out in the Articles and the Membership Byelaws;
 - 1.7.2 it would be more appropriately considered under an alternative procedure.
 - 1.7.3 A complaint is regarding conduct during elections which will be dealt with under the Elections byelaw.
- 1.8 The Union will treat all complaints and any subsequent disciplinary action with confidentiality and has an expectation that all parties involved will ensure that confidentiality will be kept throughout any investigatory or disciplinary process including the content of meetings.

Referral

- 1.9 At any stage of this procedure, it may become evident that referral to an alternative procedure is the most appropriate action. In such circumstances and at an informal stage of the process, the complainant should be advised that this is the case and signposted to the relevant procedure at the earliest opportunity. If at a formal stage, the Chief Executive (or their nominee) shall refer the complaint to the alternative procedure on the complainant's behalf.
- 1.10 For the avoidance of doubt, where members also hold elected office within the Union, including Lead School Representatives or the SU President, additional procedures may also apply depending on the nature of the complaint.
- 1.11 More appropriate procedures may include but are not limited to:
- 1.11.1 the democratic processes for debating representative and campaigning policy;
 - 1.11.2 the Student Group Rules for complaints about the performance or conduct of student group committee members in their elected roles;
 - 1.11.3 the Elections Byelaw for complaints about elections;
 - 1.11.4 the Union Staff Handbook or Union Student Staff Handbook for complaints about Union staff members;
 - 1.11.5 the University complaints procedures for complaints relating to the University;
 - 1.11.6 the Advice Service Office Manual for complaints relating to the advice service;
 - 1.11.7 action taken by the Trustee Board as appropriate.
- 1.12 In some circumstances, more than one procedure may apply, in which case complainants should be advised of their options.
- 1.13 The person handling the complaint, at either a formal or an informal stage, may seek advice from the Senior Management Team to ensure they are able to refer the complaint appropriately, but must be mindful to respect the confidentiality of the complainant.

Informal Stage

- 1.14 Informal complaints may be initially made informally (verbally or in writing) to any Union staff member, Trustee or The SU President, who will decide the appropriate course of action which will usually include one or more of the following:
- 1.14.1 attempt to resolve the complaint informally themselves with the appropriate supervision of a Senior Manager; or
 - 1.14.2 advise the member to ask a more appropriate person to resolve the complaint informally, and who that person might be; or
 - 1.14.3 advise the complainant to escalate the complaint to a formal stage if the complaint is deemed too serious to resolve informally; or
 - 1.14.4 refer the complainant to a more appropriate procedure; or
 - 1.14.5 advise the complainant to seek support from the Union Advice Service.
- 1.15 In the instance of any safeguarding or duty of care concerns, they will immediately inform the Safeguarding Lead or in the absence of the Safeguarding Lead they will inform their manager and advise the complainant that they are going to do this.

- 1.16 Informal attempts to resolve complaints could include mediation, conflict resolution, an apology, an appropriate refund/reimbursement, or any other informal action designed to resolve the complaint.
- 1.17 If, for any reason, a complainant feels unable to make a complaint informally as referred to above, or they are dissatisfied with progress or outcome of making a complaint informally, they may make a formal complaint.
- 1.18 If a complainant feels unable to seek advice from an individual, because their complaint relates to or concerns that individual, or for any other reason, they should seek advice from the Chief Executive or another member of the Senior Management Team.

Formal Stage

- 1.19 If an individual wishes to raise a formal complaint they should do so by emailing the Chief Executive who will nominate an Appropriate Complaints Officer from the Union staff team. If the complaint relates to or concerns the Chief Executive, the individual can raise a formal complaint by emailing the President who will nominate an Appropriate Complaints Officer from the Union staff team.
- 1.20 Statements of formal complaints should include:
 - 1.20.1 the nature of the complaint;
 - 1.20.2 details of the circumstances in which it has arisen;
 - 1.20.3 details of any steps taken so far to have the complaint dealt with; and
 - 1.20.4 details of the steps the member considers should be taken to deal with the complaint.
- 1.21 The individual should also attach to their e-mail or otherwise clearly identify any documents they wish to be taken into account in the consideration of their complaint.
- 1.22 The Appropriate Complaints Officer will consider requests for confidentiality in dealing with a complaint.
- 1.23 If a complaint is submitted anonymously, the Appropriate Complaints Officer will usually investigate taking into consideration the seriousness of the allegations and the level of detail provided within the complaint itself.
- 1.24 The Appropriate Complaints Officer may deal with the complaint as they consider appropriate in all the circumstances. On receipt of a complaint, the Appropriate Complaints Officer will respond to the complainant within 10 working days setting out how complaint will be considered.
- 1.25 The complaint will be considered in one or a combination of the following ways as appropriate:
 - 1.25.1 the Appropriate Complaints Officer may investigate the complaint themselves; or
 - 1.25.2 may refer the complaint for investigation to another individual on their behalf; or
 - 1.25.3 may refer the matter to be dealt with under other procedures.

- 1.26 In some circumstances, a complaint may relate to various issues which require several procedures to be followed simultaneously in order for the complaint to be considered appropriately. In such circumstances the Appropriate Complaints Officer shall determine the most appropriate course of action.
- 1.27 In case of referral to be dealt with under any other Union procedure, it may not be possible deal with a complaint within a specific timeframe, but the member will be kept informed of the anticipated timescale.
- 1.28 In the course of any investigation of the complaint the Appropriate Complaints Officer may, but need not, invite the complainant a meeting with them and/or other specified individuals to discuss the individual's complaint.
- 1.29 If the matter has not been referred to be dealt with under any other Union procedure as referred to above, the Appropriate Complaints Officer will take a decision in relation to the complaint and notify the complainant by email of such decision by no later than 10 working days of the complaint being received, or by such later reasonable time notified to the member. This decision may be:
- 1.29.1 To dismiss the complaint;
 - 1.29.2 To propose a resolution;
 - 1.29.3 That there may be a case to answer and should therefore be referred to another procedure, such as a disciplinary procedure.
- 1.30 If the complainant is dissatisfied with the Appropriate Complaints Officer's proposed resolution, the Appropriate Complaints Officer may take a decision to dismiss the complaint or that there is a case answer.
- 1.31 If the matter has been referred to be dealt with under any other Union procedure as referred to above, the complainant will be notified of the final decision under that procedure, and the complainant will not be entitled to any review under this Complaints Byelaw.

Complaints principles

- 1.32 Students may be accompanied by, or represented by, another LSBU student at an investigation meeting. Alternatively, students are entitled to advisory support with informal or formal complaints under this procedure from the Union Advice Team or an LSBU staff member, provided that conflicts of interest and the general provision of advisory support to the member is managed in line with Union Advice Team policy and at the discretion of relevant team managers.
- 1.33 Under no circumstances may any members be accompanied by, or represented by, any other persons including external legal advisors, and contributions from such persons cannot be considered. Meetings and communications under this procedure, including at an informal stage, will only involve the appropriate participants and will not proceed otherwise.
- 1.34 Members may at any time withdraw their complaint or decline referral to an alternative procedure. However, if the complaint causes safeguarding or duty or care concerns, or significant legal or reputation risk for the Union, appropriate action will be taken in line with the relevant procedures (such as Safeguarding Procedures), which could compromise the confidentiality of the complainant. In such circumstances, a complainant will be advised that their confidentiality will be breached and the reasons why.

- 1.35 The person dealing with a complaint shall be empowered to request appropriate additional information from any relevant parties to assist in the investigation.
- 1.36 Decisions made and the reasons for such decisions shall be communicated in a clear and timely manner to members.

Byelaw G: Disciplinary Procedures

Disciplinary process for Members

Scope

- 1.1 Alleged breaches of the Codes of Conduct Byelaw by Student Members, elected representatives, Student Governor; Associate Members and Opted-out students shall be considered under this byelaw, as well as any other circumstances deemed appropriate by the President or nominee, Chief Executive, Senior Management Team or Trustee Board.
- 1.2 Items not considered under this byelaw may include:
 - 1.2.1 Breaches of the Election Rules;
 - 1.2.2 Breaches of the Union Staff Handbook or Union Student Staff Handbook
 - 1.2.3 Complaints that should be address by the University;
 - 1.2.4 Circumstances leading to withdrawal of advice services as outlined in the Advice Service Office Manual;
 - 1.2.5 Any issue outside of the Union's jurisdiction to act, in that the issue is not relevant to Union activity, operations or services and does not affect the membership rights and privileges of the complainant as set out in the Articles and the Membership Byelaws; and
 - 1.2.6 Any other issue which would be more appropriately considered under an alternative procedure.
- 1.3 It may be necessary to consider matters under this procedure in addition to alternative procedures.
- 1.4 The procedures in this byelaw may be triggered by:
 - 1.4.1 a complaint referred to these procedures by the Appropriate Complaints Officer
 - 1.4.2 an incident report referred to these procedures by the President or nominee, Chief Executive, Executive Team or Trustee Board;
 - 1.4.3 a decision to refer any issue to these procedures by the President or nominee, Chief Executive, Executive Team or Trustee Board.
- 1.5 Written notice of a referral to these procedures will be made in writing to the complainant and respondent at the earliest opportunity, outlining the reasons why the referral has been made (including a brief outline of the allegations made) and explaining that they will receive written communication from the Chair of the Disciplinary Panel or nominee within 5 working days.

Disciplinary Panel Membership

- 1.6 The membership of a Disciplinary Panel shall be established by the Chief Executive and shall include:
 - 1.6.1 The Chief Executive or nominee who shall act as Chair.
 - 1.6.2 Two additional members of the Management Team or the Trustee Board.
 - 1.6.3 No member of the panel shall have been involved with the matter under consideration.

Investigation Lead and Secretary

- 1.7 The Chair of the Disciplinary Panel shall nominate a relevant Union Staff Member to be the Investigation Lead. As long as there is no conflict of interest, this will usually be a manager.
- 1.8 The Investigation Lead is responsible for:
 - 1.8.1 collecting evidence and statements in relation to the issue in question (note that some or all of these may have already been collected during investigations under other procedures);
 - 1.8.2 circulating their summary investigation report to the Disciplinary Panel, the complainant and the respondent at least 10 working days in advance of the hearing;
 - 1.8.3 presenting their summary findings and recommendations to the Disciplinary Panel Hearing;
 - 1.8.4 undertaking any other investigatory activities required by the Chair.
- 1.9 Such recommendations to the panel shall not extend to punishments or sanctions.
- 1.10 Investigations should last no longer than 10 working days without good reason and agreement from the Chair of the Disciplinary Panel.
- 1.11 The Chair of the Disciplinary Panel shall nominate a relevant Union Staff Member to be the Disciplinary Panel Secretary.
- 1.12 The Secretary shall be responsible for:
 - 1.12.1 arranging the hearing time, date and location;
 - 1.12.2 liaising with attendees to support their attendance at the hearing, including any required access needs and refreshments;
 - 1.12.3 taking minutes of the meeting and circulating them to the Disciplinary Panel Members;
 - 1.12.4 storing the minutes securely;
 - 1.12.5 undertaking any other administrative activities required by the Chair.
- 1.13 The Secretary shall not participate in the questioning and decision-making discussions at the hearing or before.

Disciplinary Panel Hearing

- 1.14 The Panel shall operate in accordance with the following procedure:
 - 1.14.1 The Panel shall initially meet with the Investigation Lead only. The Investigation Lead will present a brief summary of their findings, and the panel can question them, and then the Investigation Lead leaves.
 - 1.14.2 The Panel shall then call the complainant and respondent into the hearing and introduce themselves.
 - 1.14.3 The Chair shall outline the procedure.
 - 1.14.4 The complainant shall present details of the complaint and their witnesses.
 - 1.14.5 The respondent and the panel shall have an opportunity to question them before each witness leaves.
 - 1.14.6 The respondent shall present their response and their witnesses.

- 1.14.7 The complainant and the panel shall have the opportunity to question them before each witness leaves.
 - 1.14.8 The complainant shall be given the opportunity to make a final statement.
 - 1.14.9 The respondent shall be given the opportunity to make a final statement.
 - 1.14.10 The members will leave, and the panel will decide on the outcome. They may call the Investigation Lead back into the hearing if required.
 - 1.14.11 The chair will close the hearing and write to each member within 5 working days outlining the decision and the reasons for the decision, and their right to appeal.
- 1.15 In the event that it is not appropriate to have both complainant and respondent present at the same time, the procedure will be the same but with only the complainant or the respondent and respective witnesses present.
- 1.16 In such circumstances, the complainant must submit a written statement which must be available to the respondent at least three days prior to the meeting. Should any new evidence emerge in the meeting the Chair will determine its relevance, and if deemed relevant the Chair will make every effort to give the other party a chance to respond to it.
- 1.17 It shall be the responsibility of the complainant and respondent to make arrangements for the attendance of any witnesses that they wish to call, and for somebody to support them in line with this byelaw.
- 1.18 Any written statements, evidence, and names of witnesses who are to be called, shall be given to the Chair of the Disciplinary Panel five working days prior to the hearing and should be made available to the complainant, respondent and members of the Disciplinary Panel no less than three days prior to the hearing.
- 1.19 If the complainant or respondent fail to attend the hearing, the Disciplinary Panel may, with the agreement of all panel members, rearrange the hearing. Alternatively, the panel may proceed to consider the complaint in their absence.
- 1.20 Disciplinary Panels shall have the power to:
- 1.20.1 Dismiss the complaint.
 - 1.20.2 Issue a verbal or written warning.
 - 1.20.3 Request a verbal or written apology.
 - 1.20.4 Exclude any persons from the Union's premises permanently or for a specified time.
 - 1.20.5 Exclude any persons from Union activities or services permanently or for a specified time.
 - 1.20.6 Revoke membership of the Union or any student group permanently or for a specified time.
 - 1.20.7 Revoke any privilege, benefit or entitlement created under the Articles and Byelaws permanently or for a specified time.
 - 1.20.8 Refer the matter to the University for further disciplinary action or the police for investigation.
 - 1.20.9 Refer the matter to any other committee or procedure for further action.
 - 1.20.10 Invoke a sanction which is not covered by this list, but which is reasonable and relevant to the context of the complaint.

Disciplinary Appeal Panels

- 1.21 The complainant or respondent may appeal against the decision of the Disciplinary Panel within 5 working days on the following grounds:
 - 1.21.1 There was procedural impropriety in the original hearing which could reasonably and significantly have altered the outcome of proceedings;
 - 1.21.2 That the decision of the panel was disproportionate.
- 1.22 Notice of appeal, specifying on which of the above grounds the appeal is made, should be given in writing to the Chief Executive within ten days of notification of the panel decision.
- 1.23 The Chief Executive shall either dismiss the appeal if it does not meet the grounds for appeal above or refer the appeal to the Disciplinary Appeal Panel.
- 1.24 Disciplinary Appeals Panels shall have the power to consider the appeal only based on the grounds stated in this byelaw. The disciplinary panel may:
 - 1.24.1 Overturn all or part of the decision of the Disciplinary Panel.
 - 1.24.2 Uphold the decision of the Disciplinary Panel.
- 1.25 The Disciplinary Appeals Panel shall be the Chief Executive or another relevant senior manager and the President.
- 1.26 A University staff member may act in an advisory and non-voting capacity.
- 1.27 No member of the panel shall have been involved with the matter under consideration.
- 1.28 The Appeals Panel shall discuss the appeal within 10 working days and reach a decision which shall be final.
- 1.29 The decision of the Appeals Panel shall be final.
- 1.30 The same rights and responsibilities as the original panel shall apply to the Appeal Panel.

Member Disciplinary Procedure Principles

- 1.31 Students may be accompanied by, or represented by, another LSBU student at a disciplinary meeting. Alternatively, students are entitled to advisory support with informal or formal complaints under this procedure from the Union Advice Team or an LSBU staff member, provided that conflicts of interest and the general provision of advisory support to the member is managed in line with Union Advice Team policy and at the discretion of relevant team managers.
- 1.32 Under no circumstances may any members be accompanied by, or represented by, any other persons including external legal advisors, and contributions from such persons cannot be considered. Meetings and communications under this procedure, including at an informal stage, will only involve the appropriate participants and will not proceed otherwise.
- 1.33 Members may at any time withdraw their complaint or decline referral to an alternative procedure. However, if the complaint causes safeguarding or duty or

care concerns, or significant legal or reputation risk for the Union, appropriate action will be taken by the relevant Union staff member, Sabbatical Officer or Trustee which could compromise the confidentiality of the member. In such circumstances, a member will be advised that their confidentiality will be breached and the reasons why.

- 1.34 The Panel and the staff member leading any further investigation shall be empowered to request appropriate additional information from any relevant parties to assist in the investigation.
- 1.35 Decisions made and the reasons for such decisions shall be communicated in a clear and timely manner to members at all times.
- 1.36 The Panel shall be empowered to require the complainant and respondent to attend and make a statement regarding the complaint, except in exceptional circumstances such as cases of individual harassment or attack where the complainant may be granted the right to make a written statement only or attend the hearing separately from the respondent.
- 1.37 The Chair may request additional information from the complainant or respondent in advance of or following a hearing.
- 1.38 A record of proceedings and the decision of the Panel shall be recorded by the Secretary, who shall attend the Panel Hearing. Minutes shall be available to the complainant and respondent on request and shall be sent within 10 working days of the request being communicated to the panel Chair.
- 1.39 If any member breaches the terms of any sanction, the Chair of the Disciplinary Panel shall be empowered to:
 - 1.39.1 Extend the sanction for a period not exceeding the full length of the original or
 - 1.39.2 Refer the matter to the University for consideration under the University Discipline Regulations.
- 1.40 The Panel's meeting shall be held in private except for the presence of those presenting evidence at a given moment.
- 1.41 The investigation and the Panel are not legal proceedings.
- 1.42 The respondent should be given adequate opportunity and right to reply to any allegations before the Panel make their decision.

Precautionary action and suspension

- 1.43 Where a member is being investigated under this byelaw, they or other members involved may be suspended as a precautionary measure if it is considered that it is necessary to protect the complainant, the integrity of the investigation and/or other members from harm. Precautionary action will be reasonable and proportionate and may include:
 - 1.43.1 imposing conditions on any members (for example, requiring them not to contact any other members and/or certain witnesses);
 - 1.43.2 suspending a member from participating in Union activities or services, such as student groups and events;

- 1.43.3 excluding a member (for example, prohibiting a member from entering Union premises).
- 1.44 These actions are a precautionary measure only. It is not a penalty or sanction and does not indicate that the Union has concluded that the accused member has committed a breach of the Member Code of Conduct. Any precautionary actions taken will be reviewed on a regular basis.
- 1.45 Where precautionary actions are taken, the member has no right of appeal.
- 1.46 The respondent shall be given written notice from the Chair outlining the terms of and reason for any suspension without prejudice enforced to allow an investigation to take place within three working days of the suspension taking effect. There shall be no appeal to this suspension.
- 1.47 The decision of the Disciplinary Panel shall be deemed upheld until the outcome of the Disciplinary Appeal panel is resolved.

Disciplinary process for Elected Representatives

- 1.48 In the instance of a Lead School Representative or the SU President having a case to answer in relation to an alleged breach of a Union code of conduct, the Chief Executive (or nominee) and Chair of Trustees (or Deputy Chair of Trustees) will determine the appropriate disciplinary procedure to use.
- 1.49 Disciplinary issues concerning the conduct or performance of Lead School Representative or the SU President as Union employees will be pursuant to the Union's staff disciplinary procedures as set out in the Union's Support Staff handbook.
- 1.50 Disciplinary issues concerning the conduct of Lead School Representative or the SU President as student members or student leaders will be dealt with under Membership disciplinary procedures.

Provisions for removal of and elected representative

- 1.51 If it is deemed following a staff disciplinary procedure or a student member disciplinary procedure that the elected representative has committed misconduct, or failed to perform adequately in their role, the appropriate Disciplinary body will have the power to impose sanctions or further action on the officer which will range in severity depending on the context of the breach.
- 1.52 In the some of the more severe of these circumstances, it may not be possible for the elected representative to remain in post.
- 1.53 If the University no longer require a student governor to sit as a governing board member, the Student Governor will be removed from their post.

Staff Disciplinary process

- 1.54 If following the staff disciplinary or capability process, it is found that a Lead School Representative or the SU President has committed gross or repeated misconduct or is not able to carry out the duties of their role, their contract of employment *may* be terminated.

1.55 In accordance with the Articles; the SU President who has had their contract of employment terminated will be removed from office.

1.56 A Lead School Representative who has had their contract of employment terminated will be removed from office.

Student Member Disciplinary process

1.57 If following the student membership disciplinary process, it is found that a Lead School Representative, Student Governor or the SU President has committed gross or repeated misconduct they *may* have their student membership removed.

1.58 In accordance with the Articles; a Lead School Representative, Student Governor or the SU President who has had their student membership removed will be removed from office.

1.59 The removal of a Lead School Representative or the SU President from office shall only take effect once the Union has carried out any steps it is required to take under the individual's contract of employment and/or the applicable disciplinary procedure and otherwise in accordance with good employment practice. While such steps are being taken, the elected representative may be suspended from their duties.

1.60 Where a Lead School Representative or the SU President is removed from office their status as a Member of the Union shall also terminate (save that they may become a Member again, if they become or continue to be a Student).

1.61 Where the SU President's contract of employment is terminated, they will be removed as a Trustee.

Byelaw H: Referenda

Calling a referendum

- 1.1 A Referendum shall be called by either of the following:
 - 1.1.1 A resolution of the Trustee Board;
 - 1.1.2 A Secure Petition of at least 150 Members, presented to the President stating the intention to hold a referendum on a single issue only.

Membership

- 1.2 Only Members of the Union shall be entitled to vote in Union Referenda.

Powers

- 1.3 A vote of Referendum, by a simple majority, may do the following:
 - 1.3.1 Pass representative and campaigning Policy;
 - 1.3.2 Overrule a previous decision of a Student Members Meeting or the Union Council;
 - 1.3.3 Affiliate or disaffiliate the Union to or from any external organisation (subject to the Education Act 1994).

Processes

- 1.4 On receipt of a call for Referendum, the President, shall refer the question to the Returning Officer, within 5 working days.
- 1.5 The Returning Officer shall confirm whether the call for Referendum is valid within and shall set the wording of the question within 5 working days of the President referring the question.
- 1.6 Any question put to Referenda must be a simple 'YES' or 'NO' question.
- 1.7 The Referendum shall take place 10 working days after the question is set by the Returning Officer.
- 1.8 It is the duty of the President to ensure promotion and publicity of Referenda is displayed prominently within Union premises and communicated to the Student Membership.
- 1.9 Any Student Member may campaign for or against the motion.
- 1.10 Any Student Member who wishes to campaign for or against the motion shall do so within the regulations set out in the Articles and Byelaws.
- 1.11 All Referenda shall be conducted in accordance with the Elections Byelaw.
- 1.12 A vote of Referendum shall only be valid if of 5% of Student Members of the Union vote in accordance with data provided by the University.

Byelaw I: Policy making process

Scope

- 1.1 This byelaw sets out the process in which students can make new policies and how this will be regulated by the SU to ensure that policy remains relevant and important for students.

Process for submission

- 1.2 Any Member may submit a policy proposal through a student members meeting or via the SU President through the executive committee;
 - 1.2.1 Members meetings take place once a year, with an invite and call out for agenda items circulated to all members in accordance with the relevant article process.
 - 1.2.2 The executive committee meets regularly, and the SU President sits on the committee and is able to raise a policy which has been unable to reasonably wait until either the next Members Meeting
- 1.3 Any Member can submit a policy proposal at any point in the academic year, or in emergency circumstances outside of the academic year.
 - 1.3.1 The executive committee will meet to decide whether an issue submitted outside of the academic year is valid as an emergency.

Process for review

- 1.4 Once a policy has been submitted, it will be reviewed by the chair of the relevant meeting.
- 1.5 The chair will be supported by a relevant staff member, usually the Chief Executive of the Union or their delegated representative.
- 1.6 The following tests will be used to determine whether the policy can go ahead and be discussed at the meeting.
 - 1.6.1 What is the evidence basis for the policy?
 - 1.6.2 Why is this policy relevant to the Members of the Union?
 - 1.6.3 Are there any operational, financial or reputational risks from implementing the policy?
- 1.7 If a policy proposal meets the stated tests, it may then be added to the agenda of the relevant meeting for discussion and voting by the members of that meeting, or in the case that the decision that it meets the stated test was determined by the executive committee, the committee will instruct the SU President to call a members meeting for the proposal to be added to the agenda for discussion. The meeting will be called in line with the Union's byelaws.
 - 1.7.1 For any policy to pass, it needs a simple majority vote, except for instances laid out in the articles.

- 1.7.2 Once the policy has passed, it must be ratified by the Board of Trustees at their next meeting, who will reserve the right to reject the policy at that stage.
- 1.8 If a policy proposal is rejected, then the proposer may appeal the decision through the following process;
 - 1.8.1 They can submit their appeal and the reasons why they feel the policy fits the tests to the Chair of the Board of Trustees
 - 1.8.2 The Chair of the Board of Trustees will meet with the Chief Executive of the Union, or their designated representative, to determine whether there are sufficient grounds to appeal the original rejection.
 - 1.8.3 Whilst the Chair will seek wider opinion from the Chief Executive, or the student proposer themselves, the decision on the validity of the policy will lie solely with them.

Policy lapse

- 1.9 All policy that is passed will lapse to be Union policy after 3 calendar years for the passing of the original policy.
- 1.10 Policies will not automatically be renewed to remain Union policy but will cease to be Union policy at that point.
- 1.11 If Members want to reinstate the policy, they will need to submit the policy proposal again using the policy proposal process and the policy will need to meet the tests at the time of it's renewal.

Byelaw J: Affiliations

Scope

- 1.1 This byelaw sets out the process for students to affiliate the Union to external organisations and for student groups and how students will review and approve affiliations on an annual basis.

Affiliating to an External Organisation

- 1.2 Members of the Union can request to affiliate to an external organisation by submitting a motion in accordance with the policy making process.
- 1.3 The Union can affiliate to an external organisation through a two-thirds majority vote in either a:
- 1.3.1 Student Members' Meeting;
 - 1.3.2 Referendum;

Student Group Affiliations

- 1.4 Student groups of the Union can affiliate to external organisations, including political and religious organisations.
- 1.5 All affiliations must be approved by a two-third majority vote at the student groups General Meeting and are subject to ratification by the Union's Executive Committee
- 1.6 Further guidance for student group affiliations will be provided to students groups directly in a timely manner following elections and training.

Board of Trustees Responsibilities

- 1.7 The Board of Trustees may override any decision to affiliate to an external organisation, if the Trustees consider it (in their absolute discretions):
- 1.7.1 Has or may have any financial implications for the Union;
 - 1.7.2 Is or may be in breach of, contrary to or otherwise inconsistent with charity or
 - 1.7.3 education law or any other legal requirements (including ultra vires);
 - 1.7.4 Contravenes the charitable aims and objects of the Union;
 - 1.7.5 Does not further the aims of the student group; or
 - 1.7.6 Will or may otherwise affect the discharge of any or all of the responsibilities referred to in the Articles.

Notice of Affiliations

- 1.8 Notice of new affiliations shall be made available on the Union's website stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation.

Review of Affiliations

- 1.9 The Union shall make available annually to all members through the Members Meeting, a report containing a list of all external organisations to which the Union is currently affiliated to together with details of subscriptions or similar fees paid and donations made during the past year.
- 1.10 The Union shall annually submit to its members for approval a list of all affiliations including those of student groups to external bodies through either a:
 - 1.10.1 Student Members' Meeting; or
 - 1.10.2 Referendum.
- 1.11 Members of the Union may call a referendum on the question of continued affiliation to any particular organisation in accordance with the articles and relevant Byelaws.

Byelaw K: Appointments Committee

Membership and Frequency

- 1.1 The Membership of the Appointments Committee will be the President, one External Trustee, and one other trustee appointed by the Board on an ad hoc basis. The Chief Executive will attend in an advisory, non-voting capacity.
- 1.2 The Chair of the Appointments Committee shall be the President. The committee may choose to nominate a secretary from among their members or a person they deem suitable.
- 1.3 The Appointments Committee shall meet as deemed required by the Chair or by resolution of the Board of Trustees.

Business of the Appointments Committee

- 1.4 To ensure that the roles for External Trustees, as well as any other roles deemed appropriate by the Board, are properly advertised and recruited with due regard to any skills and diversity needs.
- 1.5 To hold any recruitment and selection processes required to fill appointments, with due consideration to fair and accountable appointments.
- 1.6 Any other duties as agreed by the Board of Trustees from time to time that is appropriate to the duties outlined above.

Byelaw L: Remuneration Committee

Purpose

- 1.1 The Remuneration Committee has delegated responsibility, on behalf of the Board of Trustees, for:
 - 1.1.1 Ensuring the Union's reward package is effective at attracting and retaining talented staff, whilst paying due regard to utilising the Union's limited resources as effectively as possible.
 - 1.1.2 Overseeing and determining the remuneration package for the Senior Leadership Team and the SU President.
 - 1.1.3 Overseeing the recruitment, induction and performance appraisal of the Chief Executive.
- 1.2 In such regard, the Committee must pay due regard to relevant legislation and regulation, best practice guidance on senior executive pay in charities and the views of the Union's beneficiaries and other stakeholders.

Responsibility

- 1.3 The role of the remuneration committee is to oversee the creation, monitoring and reviewing of the Union's remuneration policy for approval from the Board of Trustees.
 - 1.3.1 The policy should include the Union's approach to determining the reward package for the Senior Leadership Team and SU President.
 - 1.3.2 The objective of the policy being to attract, retain and motivate senior leaders of the quality required to run the Union successfully without paying more than necessary.
 - 1.3.3 Such remuneration policy should have regard to the risk appetite of the Union and alignment to its strategic goals, as well as to the pay and employment conditions across the Union.
 - 1.3.4 To review the on-going appropriateness and relevance of the remuneration policy, especially in light of changes in regulation and/or best practice on senior executive pay in charities.
- 1.4 To receive and review a recommendation from management regarding the annual inflationary pay increase for career and student staff, and officer pay, and subsequently to make a recommendation on such award to the Board of Trustees.
- 1.5 To receive and review an annual report from management about staff reward, including the cost to the Union, relevant results from the staff satisfaction survey and changes in reward.
- 1.6 To receive benchmarking reports on the Union's staff reward package as necessary and at least every 3 years to commission a benchmarking report on the reward package for

- staff, including pay, pension, annual leave and all other elements of the reward package, and to make recommendations to the Board of Trustees as to any necessary changes to such package.
- 1.7 To review on a periodic basis, the remuneration package for the Officer Trustees, paying regard to benchmarking reports against other students' unions, and to make recommendations to the Board of Trustees as to any necessary changes to such package.
 - 1.8 To review on a periodic basis, the remuneration package for the Senior Leadership Team, paying regard to benchmarking reports against other students' unions, charities and public sector organisations, and to make recommendations to the Board of Trustees as to any necessary changes to such package.
 - 1.9 To oversee the recruitment and selection process for the position of Chief Executive as and when a vacancy arises.
 - 1.10 To oversee the induction and probation process of the new Chief Executive.
 - 1.11 To oversee the organisation, facilitation and review of the Chief Executive's annual appraisal, and recommendation of approval of annual objectives.

Authority

- 1.12 The committee shall make whatever recommendations to the board it deems appropriate on any area within its remit where action or improvement is needed, and adequate time should be available for board discussion when necessary.
- 1.13 The committee shall:
 - 1.13.1 Have access to sufficient resources in order to carry out its duties, including access to the external advisors for advice and assistance as required.
 - 1.13.2 Be provided with appropriate and timely training, as required.
 - 1.13.3 Give due consideration to all relevant laws and regulations, and published guidelines or recommendations regarding the remuneration of senior leaders and company directors/Trustees.
 - 1.13.4 Ensure that a periodic evaluation of the committee's own performance is carried out.
 - 1.13.5 At least annually, review its constitution, terms of reference and membership to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the board for approval.
 - 1.13.6 The committee will have full authority to appoint appropriate external consultants to assist them in carrying out their duties, and to commission or purchase any reports, surveys or information which it deems necessary at the expense of the Union, up to a financial limit set by the Trustee board.

- 1.13.7 The committee is authorised by the board to obtain, at the company's expense, outside legal or other professional advice on any matters within its terms of reference.

Membership and frequency of meetings

- 1.14 The Membership of the Remuneration committee will be:

- 1.14.1 Two External Trustees and one Student Trustee. In the event that a student trustee is unavailable, or conflicted, a third external Trustee can be appointed by the board. (The Charity Commission describe a conflict of interest as *"a conflict of interest is any situation in which a trustee's personal interests or loyalties could, or could be seen to, prevent them from making a decision only in the best interests of the charity"*)
- 1.14.2 The Union's manager responsible for People and Human Resources, or their manager will attend in an advisory, non-voting capacity.
- 1.14.3 Only members of the committee have the right to attend committee meetings. However, other individuals such as the chief executive, Sabbatical officer, other trustees and external advisers may be invited by the committee to attend for all or part of any meeting, as and when appropriate.
- 1.14.4 The Committee has the right to ask some or all of those 'in attendance' to leave for specific sections of meetings.

- 1.15 The Board will appoint an external Trustee as Chair of the remuneration committee.
- 1.16 The committee may choose to nominate a secretary from among their members or a person they deem suitable.
- 1.17 The quorum shall be at least 2 trustees, for clarity, the quorum must include an external trustee member of the Committee.
- 1.18 The Remuneration committee shall meet at least once annually and otherwise as deemed required by the Chair or by resolution of the Board of Trustees.
- 1.19 The secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance.
- 1.20 Draft minutes of committee meetings shall be circulated to all members of the committee. Once approved, minutes should be circulated to all other members of the board unless, exceptionally, it would be inappropriate to do so
- 1.21 The committee chair shall report to the board after each meeting on the nature and content of its discussion, recommendations and action to be taken.