



Byelaws 2025-26



**SURREY
STUDENTS'
UNION**

Your Surrey Life.

Change Log

Version	Change	Date	Passed By
1.1	Section 7 amended to reflect new Union Committee structures.	April 2023	Board of Trustees
1.2	Amendments throughout to reflect updated Union Forum and Union policy processes, and minor formatting updates.	Sep 2024	Governance Committee & Board of Trustees
1.3	Amendments to reflect updated elections processes for Officer and Club and Society elections	Sep 2025	Governance Committee & Board of Trustees



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Introduction

The byelaws are the ‘instruction manual’ for how the Students’ Union should work, they are also the rules that govern how the Union does business.

Some of these byelaws arise from legislation that the Union must abide by, these byelaws are marked with an asterisk. It is not possible to consider every single permutation or possibility when agreeing byelaws, and so inevitably there will be situations when a byelaw may not provide the clarity that is needed. In these circumstances the Union Chair can make a ruling as to the interpretation in order to aid the current situation. It is important to note that these rulings when they occur do not create precedents, and they do not create new byelaws as each situation should be considered on its own merit. When the Union Chair does make an interpretive ruling they will be expected to report this to the Board of Trustees for discussion at the next available opportunity.

Articles & Byelaws

Within these byelaws you will see references made to “Articles”. These are the “Articles of Association” of the Students’ Union. The Articles are registered with the Charity Commission and Companies House and are changed with a company law general meeting and consent of University Council.

*Asterisk byelaws: Any byelaw marked with an * is included as part of the Education Act compliance*



Part 1

Who runs the Union?

Introduction

The Union is run on a hierarchical structure. At the very top of the structure is the membership collective, this is covered in the Articles of Association under the section 'general meeting'. It is important to note that the principle is students collectively, not individually, are in ultimate control of the Union. The collective control of the Union on behalf of the students is through the elected officer structure who are placed onto the Board of Trustees through the election process. This part deals with the hierarchy of positions, part 7 deals with the hierarchy of committees. There are no prescribed deputies for each position, it is for individual officers to arrange someone to deputise for them when the occasion arises. The position of President, is however, the leading officer and Trustee.

Trustees

The composition of the Board of Trustees can be found on page 31, and the detailed information on the Trustee Board is in the Articles of Association. The Trustees are legally responsible for the running of the Union and the registered directors of the limited company. A Chief Executive Officer is appointed by the Board to run the Union with a staff team, and the elected officers lead the Union and fulfil the representative functions day to day. As the trustees have a legal responsibility under the companies act, they must act as they see in the best interests of the Union at all times. This may mean on occasion rejecting or overturning decisions from Union committees. The political policy of the Union is the responsibility of the Union Forum, which will be utilised when it necessary to gain an opinion on an issue or policy from the whole officer team.

Sabbatical Officers

Full Officer trustees, commonly referred to as Sabbatical Officers, are the major office holders of the Students' Union They are elected annually and may only serve a maximum of two terms*.

1. Positions

- 1.1. The positions of the Officer Trustees comprise one President and four Vice-Presidents as follows
 - 1.1.1. President
 - 1.1.2. Vice-President Voice
 - 1.1.3. Vice-President Activity
 - 1.1.4. Vice-President Support
 - 1.1.5. Vice-President Community
- 1.2. The four Vice-President positions will report to the President for the purposes of line management.

2. Conduct

- 2.1. Post holders will be subject to the procedures as laid out in the Staff Handbook in force at the time with the exception of procedures relating to performance in their role
- 2.2. Performance related issues will be dealt with by the informal performance procedure, motions of censure and no-confidence



- 2.3. Sabbatical Officers facing disciplinary action due to their conduct at work will be dealt with under the disciplinary procedures in the Staff Handbook.
- 2.4. Before any disciplinary action is taken against a Sabbatical Officer, all other Trustees must first confirm the matter is not related to performance and confirm the action to proceed
- 2.5. Sabbatical Officers will not be subject to Union Disciplinary; any misconduct will be dealt with by motions of censure, no-confidence and the staff handbook procedures

3. Term of Office

- 3.1. The term of office shall be one year
- 3.2. Any term started, but not completed for whatever reason shall count as one term of office under the Education Act 1994*
- 3.3. Sabbatical Officer Elect members shall be those members who have been elected by cross campus ballot but yet to take the post of Sabbatical Officer
- 3.4. Sabbatical Officer Elect members shall be subject to all disciplinary procedures as per ordinary members

4. Pay and Expenses

- 4.1. The Chief Executive shall make a recommendation annually to the Board of Trustees regarding the annual remuneration and allowances for the Sabbatical Officers
- 4.2. Sitting Sabbatical Officers may not approve alterations to remuneration for their term of office
- 4.3. Sabbatical Officers elected to hold post for a second term must absent themselves from trustee decisions on future remuneration
- 4.4. Expense claims for Sabbatical Officers shall be authorised by the president
- 4.5. Expense claims for the President shall be authorised by the CEO
- 4.6. The President shall be the sole Sabbatical Officer permitted to authorise, or claim for, entertaining expenses

5. Resignation and Vacant Positions

- 5.1. Should any Sabbatical Officer position fall vacant for any reason, the Board of Trustees shall decide from the following options as to how to fill that position
 - 5.1.1. A re-count of the relevant election results, removing the previously elected post holder from the count
 - 5.1.2. A bye-election to fill the vacant position, the elected post holder will be required to assume the duties of a trustee under Article 41.2
 - 5.1.3. Allow the officer-elect to take the position early (any part term will count as one term under the education act)*
 - 5.1.4. Distribute the duties amongst the remaining positions providing the provisions of Article 37.6 are met, that is that at least four sabbatical officers remain
- 5.2. If it is not possible to do any of the above The Board of Trustees may promote a part time officer to the role of Sabbatical Officer. The part time officer should be selected from a pool of those who put themselves forward. It is important that the impact of the Education Act is made clear to all part time officers.
- 5.3. Any Sabbatical Officer wishing to resign their post must do in writing to the Chief Executive, and also in writing to the President unless the President is resigning. The Chief



Executive must report this resignation to the Union Forum and Board of Trustees at the earliest opportunity

5.4. With the exception of Article 37.6, the notice period for any sabbatical officer will be agreed upon by the Chief Executive Officer, Deputy Chief Executive Officer and the Sabbatical Team but will be no more than 4 weeks.

5.4.1. This procedure shall also apply to Sabbatical Officer Elect positions

Part-Time Officers

Union Chair

6. Positions

6.1. The Union Chair is the only part time officer who is also an officer trustee.

7. Conduct

7.1. Post holder will be subject to the procedures as laid out in the Union Officer Code of Conduct in force at the time

7.2. Performance related issues will be dealt with by the President, motions of censure and no-confidence

7.3. Before any disciplinary action is taken against the Union Chair, the President and CEO must first confirm the matter is not related to performance and confirm the action to proceed

8. Term of Office

8.1. The term of office shall be one year

8.2. Union Chair Elect member shall be the member who has been elected by cross campus ballot but yet to take the post of Union Chair

8.3. Union Chair Elect shall be subject to all disciplinary procedures as per ordinary members

9. Expenses

9.1. If the Union Chair is elected to hold a full time paid post the following year they must absent themselves from trustee decisions on future remuneration

9.2. Expense claims for Union Chair shall be authorised by the President

10. Resignation and Vacant Positions

10.1. Should the Union Chair position fall vacant for any reason, the Board of Trustees shall decide from the following options as to how to fill that position

10.1.1. A re-count of the relevant election results, removing the previously elected post holder from the count

10.1.2. A bye-election to fill the vacant position, the elected post holder will be required to assume the duties of a trustee under Article 41.2

10.1.3. Allow the officer-elect to take the position early

10.1.4. If it is not possible to do any of the above The Board of Trustees may promote a part time officer to the role of Union Chair. The part time officer should be selected from a pool of those who put themselves forward.



- 10.2. Should the Union Chair wish to resign their post they must do so in writing to the Chief Executive and President. The Chief Executive must report this resignation to the Board of Trustees at the earliest opportunity
- 10.3. With the exception of Article 37.6, the notice period for any Union Chair will be agreed upon by the Chief Executive Officer, Deputy Chief Executive Officer and the Sabbatical Team but will be no more than 4 weeks.
- 10.3.1. This procedure shall also apply to Union Officer elect positions.

All other Part-Time Officers

11. Positions

11.1. The part time officer positions differ per zone, and are as follows:

11.1.1. Voice

- a) 5 x Voice Zone Members

11.1.2. Activity

- a) Team Surrey Chair
- b) Societies Chair
- c) 3 x Activity Zone Members

11.1.3. Support

- a) 5 x Support Zone Members

11.1.4. Community

- a) RAG Chair
- b) 4 x Community Zone Members

11.2. All Part Time Officer positions will report to their respective VP for the purposes of performance management

12. Conduct

12.1. Post holders will be subject to the procedures as laid out in the Union Officer Code of Conduct in force at the time

12.2. Performance related issues will be dealt with by the VP of the relevant zone, motions of censure and no-confidence

12.3. Part Time Officers facing disciplinary action due to their conduct in a position of responsibility will be dealt with by the Union Disciplinary procedure

12.4. Before any disciplinary action is taken against a part time officer, the relevant VP and Zone manager must first confirm the matter is not related to performance

13. Term of Office

13.1. The term of office shall be one year

13.2. Part Time Officer Elect members shall be those members who have been elected by cross campus ballot but yet to take the post

13.3. Part Time Officer Elect members shall be subject to all disciplinary procedures as per ordinary members

14. Resignation and Vacant Positions

14.1. Should any part time officer position fall vacant for any reason, the Governance Committee shall decide from the following options as to how to fill that position



- 14.1.1. A re-count of the relevant election results, removing the previously elected post holder from the count
- 14.1.2. A bye-election to fill the vacant position
- 14.1.3. Allow the officer-elect to take the position early
- 14.1.4. Distribute the duties amongst the remaining positions
- 14.2. Any part time officer wishing to resign their post must do in writing to the Union Chair. The Union Chair must report this resignation to Governance Committee at the earliest opportunity
- 14.3. The notice period for any part time officer will be agreed upon by the person resigning and the relevant VP, but will be no more than 4 weeks.
 - 14.3.1. This procedure shall also apply to Part-time Officer elect positions

15. Removal from Office

- 15.1. Members can be removed from any position that they hold, including (but not limited to)
 - 15.1.1. Sabbatical Positions
 - 15.1.2. Committee Positions (as per the committee appendix)
 - 15.1.3. Signatory positions within groups
 - 15.1.4. Miscellaneous elected positions
 - 15.1.5. 'Elect' positions (those who have been elected, but yet to assume office)
- 15.2. Special provisions exist within Articles of Association 37 – 39 for the removal of Trustees
- 15.3. Any member who has their membership rights terminated, removed from office through a no confidence referendum, or opts out shall lose any position they hold forthwith.
- 15.4. Provision may be made within individual committee definitions to remove committee holders by the committee
- 15.5. A Motion of No Confidence shall be presented in the following format via email to the Chief Executive Officer
 - 15.5.1. This Union has no confidence in [insert name of member] to hold the position of [insert position].
 - 15.5.2. A testimony to be included as to why they are to be removed from office
- 15.6. The member to be given no confidence will be presented with the no confidence motion a minimum of 14 days before the motion is published
- 15.7. The member to be given no confidence will have the opportunity to respond the citation in byelaw 15.5.2 which will be published with the no confidence motion.
- 15.8. If the motion is to be answered by a no confidence referendum, the motion must then be signed by a minimum of 500 members.
- 15.9. On the passing of a motion of no confidence via a successful valid petition, then a referendum shall be held as per byelaw 15.12
- 15.10. A referendum of no confidence will automatically be held when a member is censured on three occasions within their term of office
- 15.11. A referendum of no confidence may be held on the agreement of the board of trustees following a recommendation from a disciplinary panel, either Union or University
- 15.12. A no confidence referendum shall be run in accordance to the referendum rules within these byelaws, with the exception that the quorum be equivalent to 50% of the turnout figure for the individual election which elected them to that position.



- 15.13. Any no confidence referendum shall have a simple YES or NO answer where a yes vote allows the post holder to continue and a no vote removes them from office with immediate effect.
- 15.14. A No Confidence referendum is passed with a 50% majority

16. Censures

- 16.1. A censure is an official reprimand or judgement passed by the Students' Union regarding the conduct of an elected post holder.
- 16.2. Members may be censured by the following means:
- 16.2.1. Passing of a motion of censure at the Union Forum.
 - 16.2.2. Imposed by the Governance Committee
 - 16.2.3. Imposed by a Union disciplinary panel
- 16.3. A motion of censure will clearly indicate which member is to be censured with a citation as to why they are to be censured
- 16.4. Any full member may present a motion of censure to Union Forum
- 16.5. The member to be censured by the Union Forum or a members meeting will be notified of the censure motion a minimum of 14 days before the vote in order to respond to the censure testimony
- 16.6. Only one censure motion may be in progress per member at any one time (e.g. there may not be concurrent censure motions relating to the same person)
- 16.7. Censure motions remain in place until the post holders conclude their term of office. Except, in the case of the Governance Committee issued censure, the censure remains in place throughout the entire term of office that the censure relates to even if it was issued prior to taking office

Members

Membership

17. Full Members shall be defined as:

- 17.1. All Students at the University of Surrey until they cease to be a student as per the date on their student data record or opting out
- 17.2. Elected Sabbatical Officers
- 17.3. Sabbatical Officer elects
- 17.4. All students and elected Officers who are in the interim period between successfully graduating in a course of study or a term of office, and registration on another course beginning in the next academic period within the University of Surrey
- 17.5. Valid identification for full members shall be the University of Surrey campus card in force at that time
- 17.6. The definition of a student is the responsibility of the University of Surrey

18. Full Members rights are as follows:

- 18.1. All Full Members and only Full Members are eligible to stand for any Union Officer position unless stated otherwise in the agreed role description of the position
- 18.2. For Part-Time Officer positions, candidates must be a valid full member during the entire election process, including until they assume office
- 18.3. For Sabbatical Officer positions, candidates must be valid full member at the point that their nomination is approved



- 18.3.1. If a candidate for a Sabbatical Officer position is due to lose their full membership as per the finish date on their student record during the rest of election period, their membership will be extended until the results are announced
 - 18.4.A Full Member may not serve as a Sabbatical Officer for more than two (2) years, whether consecutive or non-consecutive*
 - 18.5.Full Members have the right to information about the process of the election, the positions available and the candidates standing in the election
 - 18.6.Full Members shall have the right to submit valid complaints regarding election candidates in line with the rules of the election
 - 18.7.Voting in elections is open to any person who is a Full Member at the point that voting is opened
 - 18.8.Full Members have the right to vote in private in the elections, however ballots are recorded for the purposes of fraud prevention and auditing
 - 18.9.Any Full Member may complain to the returning officer regarding any aspect of the election
 - 18.10. Any Full or opt-out Union Member has the right to join a group and become a group member unless prevented by disciplinary sanctions
 - 18.11. Any Full Member may present themselves for election to any position for which they are eligible
 - 18.12. Only Full Members are permitted to hold signatory positions
 - 18.13. Only Full Members may propose the creation of a new group
 - 18.14. Any Full Member may call for a referendum
 - 18.15. Any Full Member has the right to present an item to any committee with exceptions detailed in 58 and 64 providing they satisfy the requirements for submission as agreed by the committee at the first meeting of each year
 - 18.16. Any Full Member may present a motion of censure to Union Forum
 - 18.17. Full Members may have access to any aspect of the Union financial data with the exception of data excluded by the general data protection regulations, or data held by Union in confidence.
 - 18.18. Expenses shall be available for all Full Members to view on request
 - 18.19. If a student is no longer a Full Member due to the date on their student record or had their course terminated they may utilise the Union's Advice team if deemed appropriate
19. **Members wishing to opt out shall inform the President in writing, or Registry during enrolment.** They shall receive written confirmation that they have opted out*
- 19.1.Students who have opted out of membership shall be required to opt out each academic year if they wish to remain opt out members*
 - 19.2.Opt-out members shall enjoy all the rights of full members but may not take part the following processes:
 - 19.2.1. Annual Officer elections and bye-elections
 - 19.2.2. Club and Society Elections
 - 19.2.3. Referenda
 - 19.3.Students who opt out of membership are still able to access the Unions Advice services
 - 19.4.Terminated members as per Article 11.4 shall have all rights of membership removed, including access to the Union premises and facilities



19.5. Any member who has their membership rights terminated, removed from office through a no confidence referendum, or opts out shall lose any position they hold forthwith

19.6. A list of those members who have opted out shall be held centrally by the Union

20. Associate Membership shall be available to:

20.1. Current and recognised retired staff of Surrey Students' Union

20.2. Current and recognised retired staff of the University of Surrey

20.3. Alumni of the University of Surrey

20.4. Incoming students registered at other institutions attending the University of Surrey on study exchange, fee-paying study abroad, research placements, and hospital and veterinary placements.

20.5. Students registered at the following institutions:

20.5.1. Farnborough College of Technology

20.5.2. Surrey International Study Centre

20.6. Any other group deemed appropriate to receive associate membership as determined by Surrey Students' Union

20.7. Associate members may

20.7.1. Take part in any activity as per full members

20.7.2. Hold non-signatory positions on group committees

20.7.3. Not take part in any decision-making process of the Students' Union including elections

20.7.4. Speak at meetings once permission of the meeting has been granted

21. Honorary Membership

21.1. Honorary membership shall be awarded solely by the Board of Trustees

21.2. Honorary membership is subject to the same conditions of membership as per bylaw 20.

21.3. Any class of member can nominate an individual, group or entity for honorary membership of the Students' Union

21.4. Honorary membership is a symbolic accolade awarded in extraordinary circumstances to those who have distinguished themselves by meeting one or all of the following criteria:

21.4.1. A continued dedication to improving the experience of University of Surrey Students through the course of their career or studies.

21.4.2. Have improved the experience of University of Surrey students through an individual action

21.4.3. Recognition of an outstanding achievement by a current member

21.4.4. A non-member who has provided extra-ordinary assistance and/or expertise as a volunteer for a Union activity

21.5. Honorary membership is awarded by the Board of Trustees

21.6. Honorary members receive no membership rights

How Members can influence their Union

The Students' Union is a membership organisation, this means that members elect a group of representatives to lead their Union each year, and this section outlines what members can do to exert their influence.



Zone Committees

The Zone Committee is the most agile way for a member to influence their Students' Union. They give every member the opportunity to discuss any issues with their elected officers and suggest ideas for Union action.

22. Committees

22.1.Voice Zone Committee

22.2.Support Zone Committee

22.3.Community Zone Committee

22.4.Activity Zone Committee

22.5.All elected officers have equal voting rights within their own Zone Committee

22.6.All elected officer will hold their position in the committee until:

22.6.1. They have reached the conclusion of their term of office or

22.6.2. They cease to be a full member of the Students' Union or

22.6.3. They resign their position in writing to the Union Chair, or Chief Executive and President

22.6.4. They are removed from office following a no-confidence procedure

23. Meeting Process

23.1.The relevant Sabbatical Officer shall be the member responsible for committee meetings, including;

23.1.1. Scheduling (minimum once a month)

23.1.2. Advertising to all members

23.1.3. Distribution of papers

23.1.4. Provisions of minute taking

23.1.5. Receiving apologies

23.1.6. Chairing of meetings

23.1.7. Publication of minutes and Actions passed

23.1.8. Updating Action Logs

23.2.The Union Chair is responsible for ensuring the meetings occur at least once a month

23.3.The relevant Sabbatical Officer is responsible for ensuring key student interest groups are invited to attend the relevant Zone Committee

23.4.The Sabbatical Officer must ensure the meeting discusses all relevant activity from within the Zone

23.5.Should the relevant Sabbatical Officer not be able to chair the meeting, chairing responsibilities can be deputised to any other Officer, full-time or part-time

24. Attendance and Quorum

24.1.Any member may attend and speak at Zone Committee meetings, however only committee members may vote

24.2.The quorum for the committee shall be 50% of the voting members plus 1 rounded down.

24.3.Voting intentions may be accepted in absentia at the discretion of the relevant Sabbatical Officer providing

24.3.1. The Sabbatical Officer is satisfied that no further information has been presented to the meeting that may alter a voting intention

24.3.2. Papers circulated prior to the meeting were received by the absent member



- 24.3.3. The relevant Sabbatical Officer has discretion as to the number that may be permitted to vote in absentia, provided quoracy is met
- 24.4. All votes shall pass with a simple majority
- 24.5. The chair shall possess the casting vote
- 24.6. Should the Sabbatical Officer wish to participate and vote in a debate, the chair shall be waived to the deputy.
- 24.7. The Sabbatical Officer shall not resume the chair until such time as it is waived back
- 24.8. Any full member may attend Zone Committee meetings and speak
- 24.9. Any other type of members and non-members may attend and speak at the sole discretion of the Chair
- 24.10. Full members may bring a topic of discussion in advance of or during a meeting
- 24.11. Any other type of members and non-members must submit a topic of discussion in advance the meeting to the relevant Sabbatical Officer
- 24.12. If a vote is required and the Zone Committee are unable to meet within the necessary period, the Sabbatical Officer team may act on the Zone Committees behalf
 - 24.12.1. Sabbatical Officers may only pass emergency policy in this situation
 - 24.12.2. Emergency Policy is any policy which requires ratification or response in between meetings of the Zone Committee, and which could not have been discussed in a necessary timeframe
- 24.13. The Chair of the Zone Committee has discretion as to whether a topic of discussion is appropriate. For example:
 - 24.13.1. Any topics presented to the Zone Committee that may overturn, amend, alter or distort current Union policy could be escalated to Union Forum for discussion,
 - 24.13.2. Any topic that relates to a pending topic of discussion by Union Forum or a pending Referendum could be dismissed
 - 24.13.3. Any topic more directly related to a different Zone Committee may be directed to a different Zone Committee
- 24.14. The Zone Committee may
 - 24.14.1. Decide on a course of action regarding the topic, for example:
 - a) Hosting an event
 - b) Creating a formal Policy or statement
 - c) Running a campaign
 - 24.14.2. Agree to submit the topic to the Union Forum
 - 24.14.3. Decide no further action is needed
- 24.15. It should be noted, the Zone Committee meeting is a formal meeting. However, the Zone may wish to meet in between these to discuss zone activity and preparation for the formal meeting. It is at the discretion of the relevant Sabbatical Officer as to the frequency and structure of these informal Zone meetings.

The Union Forum

The Union Forum is the main policy-making body for the Students' Union and shall provide a space open to all students to participate in discussions on issues affecting more than one Zone. The Union Forum shall also be the main body for holding the Officers to account. The first Union Forum of each academic year shall be considered the annual members meeting as detailed in the Articles of Association.



25. Positions

- 25.1. All Union Officers are member of the Union Forum
- 25.2. All members shall have an equal vote and standing on the Union Forum
- 25.3. All members of the Union Forum will hold their position until
 - 25.3.1. They have reached the conclusion of their term of office or
 - 25.3.2. They cease to be a full member of the Students' Union or
 - 25.3.3. They resign their position in writing to the Union Chair (or CEO and President)
 - 25.3.4. They are removed from office following a no-confidence procedure

26. Meeting Process

- 26.1. The Union Chair shall be the member responsible for committee meetings, including;
 - 26.1.1. Scheduling
 - 26.1.2. Advertising to all members
 - 26.1.3. Inviting key interest groups
 - 26.1.4. Distribution of papers
 - 26.1.5. Provisions of minute taking
 - 26.1.6. Receiving apologies
 - 26.1.7. Chairing of meetings
 - 26.1.8. Publication of minutes and Actions passed
 - 26.1.9. Updating Action Logs
- 26.2. The Union Chair may delegate any functions to staff members as appropriate
- 26.3. The Union Chair shall be responsible for setting the agenda of the Union Forum, which should at a minimum include:
 - 26.3.1. Any topics of discussion submitted by members or Zone Committees
 - 26.3.2. Updates from each Sabbatical Officer on actions and activities since the last Union Forum
 - 26.3.3. At least once per year, a report from the Board of Trustees on Union activity including financial performance, affiliations, and complaints procedure

27. Attendance and Quorum

- 27.1. Any full member may attend and speak at Union Forum, however only Union Officers may vote
- 27.2. The quorum for the forum shall be 50% of the voting members plus 1 rounded down.
- 27.3. Voting intentions may be accepted in absentia at the discretion of the Union Chair providing
 - 27.3.1. The Union Chair is satisfied that no further information has been presented to the meeting that may alter a voting intention
 - 27.3.2. Papers circulated prior to the meeting were received by the absent member
 - 27.3.3. No more than 25% of the committee may be permitted to vote in absentia
- 27.4. All votes shall pass with a simple majority
- 27.5. The chair shall possess the casting vote
- 27.6. Should the Union Chair wish to participate and vote in a debate, the chair shall be waived to the deputy.
- 27.7. The Union Chair shall not resume the chair until such time as it is waived back
- 27.8. Any member may attend Union Forum meetings and speak with the agreement of the Chair



- 27.9. Topics for discussion can be accepted to the Union Forum from the Zone Committees, Board of Trustees, or by presentation to the Union Chair
- 27.10. The Union Chair has discretion as to whether a topic of discussion is appropriate. For example:
- 27.10.1. Any topics presented to the Union Chair that does not relate to more than one zone may defer the topic to a Zone Committee,
- 27.10.2. Any topic that relates to a pending Referendum
- 27.11. Union Forum shall be run in accordance with the general committee rules
- 27.12. Where there is a conflict between the general committee rules and these rules, the rules pertaining to the Union Forum take precedence
- 27.13. Meetings shall be held at a minimum of once per semester
- 27.14. If a vote is required and the Union Forum are unable to meet within the necessary period, the Union Trustees may act on the Union Forums behalf
- 27.14.1. The Trustees may only pass emergency policy in this situation
- 27.14.2. Emergency Policy is any policy which requires ratification or response in between meetings of the Union Forum, and which could not have been discussed in a necessary timeframe
- 27.15. Formal Policies presented to the Union Forum may not overturn, amend, alter or distort policy motions passed, or pending debate by a Referendum

28. Passed Policy

- 28.1. Unless specifically stated or overturned, formal policy shall remain active for two years, at which point the policy shall lapse.
- 28.2. Union Forum can renew, overturn, or amend policy previously passed at Zone Committees or Union Forum
- 28.3. Referenda can renew, overturn or amend policy previously passed at Zone Committees or Union Forum or via a previous referendum
- 28.4. The Board of Trustees are ultimately responsible for charitable status of the Union and may revoke or amend any policy passed by the Union Forum or Referenda on the grounds of legal, financial or reputational damage. *

29. Submission of topics of discussion

- 29.1. Full members may submit a topic for discussion for the Union Forum to the appropriate zone committee or directly to the Union Chair
- 29.2. Topics for discussion for submission which do not apply to any zone may be considered for direct submission to the forum with the joint agreement of the Union Chair
- 29.3. The Union Forum may
- 29.3.1. Decide on a course of action regarding the topic, for example:
- a) Hosting an event
 - b) Creating a formal Policy or statement
 - c) Running a campaign
- 29.3.2. Agree to submit the topic to the Board of Trustees or a vote to call a Referendum
- 29.3.3. Decide no further action is needed
- 29.4. Any topic which a zone decides requires no further action may be presented to the Union Forum providing the following are fulfilled:
- 29.4.1. The topic of discussion is unedited from the final submission to the zone committee



29.4.2. The topic is presented with 30 verifiable full member signatures collected

30. Extraordinary Union Forum

30.1. There shall also be provision for an Extraordinary Union Forum. An Extraordinary Union Forum may be called

a) after a petition of 100 full members is presented to the Union Chair

OR

b) a resolution is passed to call an Extraordinary Union Forum by the Board of Trustees

OR

c) upon decision of the Union Chair

30.2. Any member-submitted petition should state the topics of discussion that the members wish to discuss at an Extraordinary Union Forum

30.2.1. The Union Chair has discretion as to whether a topic of discussion detailed in any petition for an Extraordinary Union Forum is appropriate, as per Bye-law 27.10

30.3. An Extraordinary Union Forum shall run, and have the same power as a Union Forum, with the exception of the agenda which will be set by the petition, Board of Trustees, or Union Chair.

Part 2

Member Activities

Clubs, Societies and Groups

Clubs and Societies are one of the core activities of the Students' Union. They should be widely accessible to all members, and administered efficiently with due care and attention to the use of Union funding. These are semi-autonomous groups, which only exist through the existence of the Students' Union. Groups may run their own affairs as they see fit, providing they adhere to byelaws and policies as agreed in these constitutional documents. Clubs are also part of Team Surrey, a collaboration between the Students' Union and the University and so they have additional obligations on them relating to sporting performance, etc which is co-ordinated by Surrey Sports Park. In this section, the term "group member(s)" refers to any class of Union member which is in turn a registered member of a Club or Society (a group). The term 'full member' refers to a full member of the Students' Union, not a group member.

31. Groups

31.1. A group is defined as a correctly constituted Sports Club or Society which has held a valid election within the previous 14 months, and fully complies with these bye-laws

31.2. The term 'group' within these byelaws shall refer to all clubs, societies, amenities or any other constituted group

31.3. A group will only be regarded as 'correctly constituted' once its aims and objectives have been approved by the appropriate standing committee, and a valid election has taken place

31.4. Any full or opt-out Union member has the right to join a group and become a group member unless prevented by disciplinary sanctions



- 31.5. The recognised membership register of each group shall be those who are registered through online sign ups
- 31.6. Group committees may not place joining restrictions upon any section of the full or opt-out membership implicitly or explicitly*
- 31.7. Group committees are permitted to place membership restrictions on all classes of membership apart from full or opt-out members, such as membership fees and priority for activities*
- 31.8. Each standing committee may not constitute any group which stated aims and objectives run contrary to the aims and objectives of the Students' Union, or conflict with any standing policy
- 31.9. All groups shall have equal standing within the Students' Union regardless of activity or membership*
- 31.10. The Students' Union shall not be permitted to afford any group not constituted or without having held a valid election
 - 31.10.1. Protection or insurance from any liability or activity
 - 31.10.2. Administrative assistance
 - 31.10.3. Access to resources
 - 31.10.4. Funding
 - 31.10.5. Any such other assistance that is afforded to valid groups
- 31.11. The Students' Union may provide any form of assistance to groups who have held a valid election within the past 14 months but require a bye-election, including a place at fairs.
- 31.12. The Students' Union may assist an un-constituted group in becoming a correctly constituted group (e.g. arranging an election)
- 31.13. To remain an active group, each group must:
 - 31.13.1. Conduct a handover to incoming signatories
 - 31.13.2. Produce an annual inventory of equipment and belongings
 - 31.13.3. Provide signatory committee member contact details
 - 31.13.4. Hold a valid, quorate election
 - 31.13.5. Hold less than 4 strikes
- 31.14. Groups who do not fulfil the requirements of byelaw 31.13 shall become dormant
- 31.15. 'Registered Members' are those who have joined the group through ussu.co.uk and paid the fee where appropriate.
- 31.16. The only valid register of members for each group shall be the register on surreyunion.org
- 31.17. Groups may have a separate register for members who are not full members of the Union
- 31.18. Groups may only use Microsoft 365 as provided by the University of Surrey for the digital management of their group.

32. Committee Positions

- 32.1. Each committee shall contain 3 signatory positions
- 32.2. Groups may designate and vote on further positions, however they shall hold no signatory authority
- 32.3. All actions taken on behalf of the group shall require the signature of at least two signatories



- 32.4. Any full member may present themselves for election to any of the committee positions within groups to which they hold a valid membership before the electoral roll registration deadline
- 32.5. Only full members are permitted to hold signatory positions
- 32.6. The Union shall be required to provide adequate training and guidance to all committee position holders as soon as practicable following an election
- 32.7. The committee elected at annual elections shall take office on the appointed day set by the VP Activity
- 32.8. Incoming signatory committee members shall only be permitted to take office following attendance to the designated committee training
- 32.9. Incoming signatory committee members may only take office without attending committee training at the discretion of the VP Activity
- 32.10. Elections for vacant signatory committee positions must be filled through a bye-election
- 32.11. Signatory position holders may resign in writing to the VP Activity
 - 32.11.1. When a signatory position is vacated through a resignation to the VP Activity, that role only will go up for election during a bye-election
 - 32.11.2. When a signatory post-holder is removed by agreement of the current committee, all signatory roles will go up for election during a bye-election

33. Annual Elections

- 33.1. Each group shall be required to hold an annual election at least every 14 months
- 33.2. A group must have at least 1 registered member before being eligible to hold an election
- 33.3. The election period shall be set by the VP Voice
- 33.4. The period in which handover takes place shall be set by the VP Activity
- 33.5. It shall be the responsibility of the incumbent committee to ensure the following:
 - 33.5.1. Students wishing to participate in the election hold a valid membership to the group
 - 33.5.2. The details of the signatory positions up for election are accurate
 - 33.5.3. Elections are widely promoted to all members
 - 33.5.4. Any Question Time or hustings events are accessible to all eligible candidates and voters
- 33.6. It shall be the responsibility of the Union staff to:
 - 33.6.1. Organise the election period and process
 - 33.6.2. Facilitate the election process
 - 33.6.3. Publicise the contest-specific rules for the election
- 33.7. All elections will be accessible to all eligible candidates and voters
- 33.8. The quorum for an election shall be a minimum of one candidate and one voter
- 33.9. Each election shall have the following process
 - 33.9.1. Electoral roll registration deadline
 - 33.9.2. Nominations period
 - 33.9.3. Voting period
- 33.10. Candidate information details will be available for all voters to read when voting
- 33.11. The election of signatory members is only complete once the signatory agreement has been signed
- 33.12. Failure to elect three signatory committee members during an annual election will result in the group becoming dormant



34. Bye-Elections

- 34.1. Bye-elections for groups shall follow the process for annual elections
- 34.2. A bye-election must be held for groups in the next available bye-election period if;
 - 34.2.1. There are less than three members holding signatory positions following resignations or termination of membership after a successful election
 - 34.2.2. A petition of at least 50 valid full members has been presented to the VP Voice requesting an election
 - 34.2.3. A signatory is removed from their position by agreement of the current committee
 - 34.2.4. A newly created group has undergone ratification
- 34.3. In the case of 34.2.2, 34.2.3, or 34.2.4, all signatory positions will go up for election in the bye-election
- 34.4. Dormant groups wishing to re-start will need to request a bye-election, to be arranged to take place in the next available bye-election period
- 34.5. Failure to have three signatory committee members in post following a bye-election will result in the group becoming dormant

35. Election Voting

- 35.1. The voting system for any group election or bye-election shall be Single Transferrable Vote (STV)
- 35.2. Voting for group elections will be either
 - 35.2.1. Open, where any full Union member may vote in the election, or
 - 35.2.2. Restricted, where only members of the group having the election may vote
- 35.3. Prior to the election, the Union will publish the electoral roll registration deadline, namely the date prior to the election by which membership of the group must be held in order to participate in the election
- 35.4. Each contest shall contain a voting option for Re-Open Nominations
- 35.5. The RON (Re-Open Nominations) option may be included under a different name providing it is also marked as 'RON (Re-Open Nominations)'
- 35.6. Voting will be held in secret, however ballots are recorded for the purposes of fraud prevention and auditing
- 35.7. The only officials competent to oversee group elections shall be the Returning Officer, Deputy Returning Officer, and elections administrators, as designated by the Governance Committee

36. Election Complaints

- 36.1. Full Members shall have the right to submit valid complaints regarding election candidates to the Deputy Returning Officer or Returning Officer in line with the rules of the election
- 36.2. Full Members also have the right to submit valid complaints regarding other aspects of the delivery of the election to the Students' Union

37. Creation of Groups

- 37.1. Only full members may propose the creation of a new group
- 37.2. In order to create a new group there must be
 - 37.2.1. A petition of 20 full members presented to the VP Activity



- 37.2.2. A completed description of the aims and objectives of the group
- 37.2.3. A majority vote in favour of creating a new group by the Activity Zone committee (partial ratification)
- 37.2.4. A majority vote in favour of creating a new group by the relevant standing committee (full ratification)
- 37.2.5. Sports clubs to be created may be subject to additional conditions within the Team Surrey memorandum of understanding
- 37.3. A dissolved group as per 39.1.2 may not be recreated within any time limit set by the Governance Committee which cannot exceed past the end of the academic year

38. Dormant Groups

- 38.1. Groups are deemed to be dormant if;
 - 38.1.1. In the opinion of the Activity Zone, they have not undertaken any significant activity during the academic year
 - 38.1.2. They have failed to elect three signatories during their annual election
 - 38.1.3. They have failed to elect three signatories following a bye-election resulting from any of the instances detailed in bye-law 34.2
- 38.2. A dormant group may be restarted by fulfilling the conditions required of an active group including a successful bye-election to elect all three signatories
- 38.3. Any active group which ceases to be valid through not meeting these byelaws will be classified as dormant
- 38.4. A bye-election for a dormant group can be requested via a petition of 10 full Union members to the VP Activity

39. Dissolution of Groups

- 39.1. A group may cease to exist by the following means
 - 39.1.1. A dormant group is not restarted within 18 months of becoming dormant
 - 39.1.2. A Union disciplinary panel instructs the dissolution of the group. The panel must also state the time there cannot be a recreated group which cannot extend past the end of the academic year
 - 39.1.3. The Activity Zone agree with a unanimous vote that the group is not operating within their ratified aims and objectives
- 39.2. A group may remain dormant for a period of 18 months in which time the group may be restarted by holding a valid bye-election
- 39.3. Dormant groups will cease to exist 18 months after becoming dormant. The group must be reconstituted from new
- 39.4. Any funds held in dormant groups 'own funds' account will be held pending transfer to a group with similar aims and objectives
- 39.5. The transfer of funds held in dormant group accounts shall be at the discretion of the Finance and Risk Committee

40. Restrictions on Groups

- 40.1. The Activity zone may place further requirements on the management of groups as they deem appropriate
- 40.2. Requirements placed on the management of groups may also have corresponding sanctions



Frequently Asked Questions

Q. How can my club or society affiliate to another body?

A. As groups are part of the Union, then the Union must affiliate to that body on your behalf. The Union cannot affiliate to, or donate to political parties.

Q. How can I remove a signatory?

A. To remove a new signatory, then a bye-election must be called. If you call for a bye-election, then all signatory positions are re-elected.

Q. Can we have our own constitution and byelaws?

A. No, groups are part of the Union, and therefore can only operate within the Union Articles. This doesn't stop individual groups having their own policies or procedures as long as they do not conflict with these byelaws.

Q. We have someone who is not a student who would like to help run the society, what can they do?

A. Non-students cannot hold signatory positions and so cannot be responsible for the group.

Q. Can we have our own bank account?

A. No. All group funds must be deposited within the Union account.

Part 3

Elections

41. Principles

41.1. All Union elections for trustees and Zone officers, including bye-elections, shall be held in accordance with part 3 rules

41.1.1. Contest-specific rules will be published for each election and bye-election for trustees and Zone Officers

41.1.2. Special provisions may be made by the Governance Committee for other elections within the Union

41.1.3. Group elections are conducted as per the process detailed in part 2 of these byelaws

41.2. Each election will be held according to the following principles

41.2.1. Fair access for all potential candidates

41.2.2. Secure voting by members

41.2.3. A robust election process in which the members have confidence

41.3. All cross-campus elections shall use the Single Transferrable Vote (STV) voting system

41.4. All Union Officer positions and such other positions as determined by the Governance Committee shall be elected by cross-campus ballot



42. Election Officials

- 42.1. The Governance Committee shall be responsible for the annual appointment of elections officials, including a Returning Officer
- 42.2. The Returning Officer may not be a member of the Students' Union
- 42.3. The Returning Officer and the Governance Committee may in turn appoint a number of Deputy Returning Officers to deputise for them in matters of returning the election
- 42.4. Election administrators shall be responsible for the operation of the election
- 42.5. The Returning Officer remains responsible for the conduct of the Deputy Returning Officers
- 42.6. The Returning Officer is responsible for the election being held according to these by-laws and any contest-specific rules

43. Rights of Full Members

- 43.1. Full Members and only Full Members can stand for any position for which they are eligible in line with the rules of the election, unless stated otherwise in the agreed role description of the position
- 43.2. A Full Member may not serve as an Officer Trustee for more than two (2) years, whether consecutive or non-consecutive*
- 43.3. Full Members have the right to information about the process of the election, the positions available and the candidates standing in the election
- 43.4. Full Members shall have the right to submit valid complaints regarding any election candidates in line with the rules of the election
- 43.5. Full Members have the right to vote in private in the elections, however ballots are recorded for the purposes of fraud prevention and auditing

44. Election Process

- 44.1. The Union shall produce the following information for all potential candidates
 - 44.1.1. Election timetable
 - 44.1.2. Voting mechanism to be used
 - 44.1.3. Permissible spending limit on campaign
 - 44.1.4. Nomination eligibility requirements
 - 44.1.5. Contest-specific rules
- 44.2. All elections shall be open for voting for a minimum of 1 working day and must be held within University term dates
- 44.3. There shall be no access to votes while an election is in process, and no interim results shall be produced
- 44.4. The RO shall ensure that access to voting is restricted to full members only according to the electoral roll
- 44.5. The electoral roll shall be produced prior to the start of voting and no changes shall be permitted during the election with the exception that any member who has been excluded from the electoral roll owing to administrative error may be added by the RO

45. Election Events

- 45.1. Election events will be organised in line with any contest-specific rules in place for the election



- 45.2. The election administrators shall be responsible for organising the election events as agreed by the Governance Committee
- 45.3. For clarity, election administrators will be a team of full-time staff selected at the start of each period
- 45.4. There shall be an election briefing for all candidates which will cover:
 - 45.4.1. Election principles from these byelaws
 - 45.4.2. Election rules specific to that contest
 - 45.4.3. Explanation of election events

46. Election complaints

- 46.1. Full Members shall have the right to submit valid complaints regarding any election candidates in line with the rules of the election
- 46.2. On receipt of a complaint the Returning Officer or Deputy Returning Officer may refuse to consider a complaint if it is deemed to be
 - 46.2.1. Frivolous
 - 46.2.2. Vexatious
 - 46.2.3. Repetitious
- 46.3. When considering complaints regarding candidates, the RO or DRO must take into consideration these byelaws and the rules specific to that contest as well as any relevant policies in force
- 46.4. The RO and DRO may issue sanctions as per the contest-specific rules for the election
- 46.5. The rulings of the RO are final
- 46.6. Any candidate who has their membership rights removed during the election process shall be excluded from the process
- 46.7. The University of Surrey are obliged by law to ensure free and fair elections in the Students' Union. Any member may complain to the Governance Committee regarding the conduct of the RO
- 46.8. The RO shall have the authority to suspend or cancel any election if they believe the process has become compromised for whatever reason
- 46.9. If the RO considers any decision of the Governance Committee to be contrary to the core constitution or these bye-laws, they may report their concerns directly to the Vice-Chancellor of the University of Surrey
- 46.10. The Vice-Chancellor has the ultimate authority to suspend or cancel any election within these bye-laws
- 46.11. Following the completion of the election process the RO or DRO shall produce a summary report of complaints received and adjudications delivered which may be used as precedents for future elections

47. Suspended Elections

- 47.1. If an election is suspended, all voting shall be suspended
- 47.2. Ballots will remain uncounted while the election is under suspension
- 47.3. The maximum period an election may remain in suspension is five working days
- 47.4. The RO shall make all reasonable efforts to publicise to the membership when the election shall resume



47.5. If any candidates are excluded or withdraw during the period of suspension, ballot forms with their names included shall be withdrawn. These candidates shall be removed from any election lists

48. Cancelled Elections

48.1. In the event of a cancelled election no count shall take place

48.2. All positions will be re-opened for nominations

49. Referenda

49.1. Any full member may call for a referendum on presentation of a valid petition containing the signatures of at least 150 full members collected within one term

49.1.1. A term is defined as the semester periods in between vacations as defined by the University "Key Dates"

49.2. The Union Forum may put any question to a referendum on a unanimous vote

49.3. The Union Forum may combine multiple questions on one ballot providing no there are no contradictory questions

49.4. It is the responsibility of the RO to hold a referendum election within 10 term weeks of the petition being presented

49.5. All referendum questions shall be stated on the petition and shall have a simple yes or no answer

49.6. The Board of Trustees may exclude any referendum question on the following grounds

49.6.1. The question would bring the Union into disrepute

49.6.2. The question contravenes the standing policies

49.6.3. The question has been answered by a motion passed in a General Meeting (Article 14)*

49.6.4. The question has been answered in a referendum held up to two years previously

49.7. Referendum votes will be conducted according to these bye-laws and any contest-specific rules, with the exception of the voting system which shall be first past the post

49.8. Referendum questions will pass with a simple majority

Part 4

Finances

50. Responsibilities

50.1. The Board of Trustees have responsibility for the correct administration of Union finances

50.2. The Board of Trustees may delegate their responsibility to the Chief Executive

50.3. The Chief Executive has the authority, subject to the agreement of the Finance and Risk Committee to:

50.3.1. Open bank accounts

50.3.2. Enter into legal & contractual agreements

50.3.3. Employ staff

50.3.4. Set staff remuneration

50.3.5. Make investments



- 50.3.6. Take appropriate measures on behalf of the board as required for the successful operation of the Students' Union
- 50.4. The Finance and Risk Committee may delegate operational issues to the Chief Executive
- 50.5. The Chief Executive shall be required to recommend to the Board of Trustees an auditor for the Students' Union
- 50.6. The Chief Executive shall be required to prepare annual budgets in line with the requirements of the Board of Trustees and the Memorandum of Understanding
- 50.7. The Chief Executive shall be required to prepare quarterly financial reports in line with the requirements of the Board of Trustees and the Memorandum of Understanding
- 50.8. The Board of Trustees shall have the authority to delegate signatory authority on all Union accounts and agreements
- 50.9. All financial transactions shall require a minimum of two signatures
- 50.10. The Board of Trustees shall agree annually a financial procedures manual to ensure the correct operation of the Union accounts and transactions.
- 50.11. All funds and assets shall remain in the ultimate control of the Board of Trustees

51. Rights of Full Members

- 51.1. Full Members may have access to any aspect of the Union financial data with the exception of data excluded by the general data protection regulations, or data held by Union in confidence
- 51.2. Expenses shall be available for all Full Members to view on request

52. Group Finances

- 52.1. Each group signatory committee shall be responsible for the correct administration of their group finances
- 52.2. In the event of a committee failing to administer the group finances correctly the signatory committee members shall face a collective disciplinary
- 52.3. It shall be the responsibility of the group committee to correctly account for all group finances through the Union finance office
- 52.4. Groups are not permitted to hold accounts or funds in any location other than the Students' Union
- 52.5. All group funds must be declared and deposited in the group accounts within the Union

Part 5

Fundraising

53. RAG

- 53.1. All fundraising activities organised by the Union for charities other than the Students' Union shall be administered through RAG*
- 53.2. Any fundraising activity shall clearly state
 - 53.2.1. That a portion of the fee for the event or service will be held by RAG
 - 53.2.2. In the event that part of a fee is donated to RAG, the portion shall be clearly stated
- 53.3. Funds raised for RAG shall be held by the Union in escrow for the RAG fund



54. RAG Fund

- 54.1. The RAG fund shall invite bids from regulated charities to be considered for donations from the RAG fund.
- 54.2. The RAG fund shall be donated according to the RAG policy.
- 54.3. The Union shall produce in its annual report a summary of bids received and a detailed report of funds donated.
- 54.4. The Community Zone shall produce a clear and transparent bidding process for charities seeking funds.

Part 6

Miscellaneous Provisions

55. Official Mascot

- 55.1. The Official Mascot for the Students' Union is 'Steve the Stag'
- 55.2. No member is permitted to position, use, photograph, or depict the official mascot in any way that would run contrary to the values of the Union, this includes (but not limited to)
 - 55.2.1. Drinking alcohol
 - 55.2.2. Smoking cigarettes
 - 55.2.3. Involvement in lewd acts
 - 55.2.4. In a partial state of undress (e.g. not wearing the entire costume)

56. Interpretation of the byelaws

- 56.1. There may be a requirement to interpret these rules if there is, for example an ambiguity, or absolute adherence would create an unacceptable situation
- 56.2. The interpretation, or suspension of these byelaws is the responsibility of the Union Chair
- 56.3. Rulings by the Union Chair do not create precedents
- 56.4. A ruling by the Union Chair may be overturned by a unanimous vote of the whole officer team at the Union Forum (excluding the chair)
- 56.5. Should a ruling be successfully challenged, the Board of Trustees shall be the final arbiters of the rule interpretation, who must consider the core constitution and the code of conduct in their deliberations

Part 7

Committees

Introduction and principles:

This section of the Byelaws defines how the Students' Union operates its committees. The Students' Union's committees operate in one of three sections of the committee structure – Governance (ensuring the Union runs in accordance with legal regulations); Democracy (ensuring the Union is led by student members); or Management (ensuring the Union operates effectively).



Internal Management Committees are not codified within these Byelaws. Each of these three sections feeds into the Union's Board of Trustees, which holds overall responsibility for the direction and oversight of the Students' Union and fulfils many of the obligations of the Students' Union under the Education Act.

Procedures for Board of Trustees meetings are kept in the Union's Articles:

[Students' Union Memorandum and Articles \(Core Constitution\) \(surreyunion.org\)](http://surreyunion.org)

Committee Definitions

Board of Trustees

Responsible to:

Responsible for: Finance and Risk Committee, Governance Committee, Remuneration Committee, Referenda, and Union Forum.

Membership:

- 5 Sabbatical Officer Trustees
- Union Chair
- 4 External Trustees
- 1 University Trustee
- 2 Student Trustees

Remit:

The Board of Trustees have responsibility for the oversight and direction of the Students' Union. Procedures for Board of Trustees meetings are set out in part 3 of the Union's Articles and amendments to the Articles may only be agreed by the University Council.

Duties:

- Agreeing the strategic direction of the Students' Union and evaluating performance against that strategy
- Appointing the Chief Executive Officer
- Agreeing on and upholding the Union's Delegation of Authority
- Overall control of the Union's finances, including setting the Annual Budget and receiving reports from Finance and Risk Committee
- Oversight of the Union's governance arrangements and receiving reports from Governance Committee
- Oversight of any subsidiary companies of the Students' Union and associated Boards of Directors
- Oversight of the appointment of Trustees

Regularity: The Board of Trustees will meet four times per calendar year

In attendance:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Head of People and Representation



Governance Section

1. Finance and Risk Committee

Responsible to: Board of Trustees

Responsible for: Health and Safety Committee

Membership:

- Two Sabbatical Officer Trustees
- Two External Trustees (One External Trustee to be the Chair)
- One Student Trustee

In attendance

- Chief Executive Officer
- Deputy Chief Executive Officer
- Finance and Legal Manager

Remit:

Finance and Risk Committee is a Sub-Committee of the Board of Trustees which provides oversight of the Union's finances, including the setting of the annual budgets and monitoring financial performance. The Committee also receives audit reports commissioned by both the Board of Trustees and the University to ensure compliance with financial and legal regulations.

The Committee will also have overall responsibility for examining and reviewing systems and methods of control, financial and otherwise for the Union, including risk analysis and management. The Committee is responsible for ensuring the Union is compliant with all aspects of the law, regulations and best practice.

Committee Duties:

- Oversight of the Union's Management Accounts
- Oversight of the Union's Risk Register and Business Continuing Plan
- Reviewing the Union's financial forecasting
- Recommending the Union's Annual Budget to the Board of Trustees
- Reviewing the Union's Financial Audit Report
- Reviewing the Union's Internal Audit Report
- Reviewing the Union's approach to risk in line with standards in Charity Law
- Setting the Union's financial reserves policy
- Reviewing the Union's Health and Safety Report.

Regularity: The Committee will meet three times per calendar year.

2. Governance Committee

Responsible to: Board of Trustees

Responsible for: N/A

Membership:



- Two Sabbatical Officer Trustees including the Union President (Union President to be the Chair)
- One External Trustee
- One Student Trustee

In attendance

- Head of People and Representation
- Student Voice and Communications Manager

Remit:

Governance Committee is a sub-committee of the Board of Trustees which provides oversight of the Union’s democratic processes and procedures including setting the annual Election timetable and appointing and receiving reports from the Returning Officer.

Governance Committee also oversees the Union’s governance arrangements ensuring adherence to good governance practice.

Committee Duties:

- Setting election timetables
- Oversight of democratic decisions, including election rulings
- Appointing of the Returning Officer
- Reviewing and amending the Union’s governing documents
- Reviewing the Union’s Democracy Report

Regularity: The Committee will meet twice per calendar year.

3. Nominations Committee

Responsible to: Board of Trustees

Responsible for: N/A

Membership:

- Three Sabbatical Officer Trustees
- Two External Trustees (One External Trustee to be the chair)

In attendance:

- Head of People and Representation

Remit:

The Nominations Committee is a sub-committee of the Board of Trustees which holds responsibility for appointing new Trustees to the Board. The Committee is also responsible for the Students’ Union’s approach to the induction of Trustees.

Committee Duties:



- Overseeing the Union’s approach to the recruitment and appointment of Trustees
- Overseeing the Union’s approach to the induction of new Trustees
- Recommending new Trustee appointments to the Board.

Regularity: The Committee will meet as required.

4. Remuneration Committee

Responsible to: Board of Trustees

Responsible for: N/A

Membership:

- Two Sabbatical Officer Trustees
- Two External Trustees (One External Trustee to be the chair)
- One Student Trustee

In attendance:

- Deputy Chief Executive Officer
- Head of People and Representation

Remit:

The Remuneration Committee is a sub-committee of the Board of Trustees which provides oversight and holds responsibility for consideration of the remuneration of the Chief Executive Officer and Sabbatical Officers as well as the Union’s approach to staff and student staff pay including annual reviews of both their structure and levels of remuneration.

Committee Duties:

- Discuss and recommend CEO & Sabbatical Officer remuneration
- Discuss and recommend Student Staff remuneration
- Discuss and recommend salaried staff pay annually
- Review HR reports as appropriate

Regularity: The Committee will meet once per calendar year.

5. Health and Safety Committee

Responsible to: Finance and Risk Committee

Responsible for: N/A

Membership:

- Two Sabbatical Officer Trustees
- One External Trustee

In attendance:



- Deputy Chief Executive Officer (Chair)
- Finance and Legal Manager
- Head of Commercial Operations

Remit:

The Health and Safety Committee is a sub-committee of the Finance and Risk Committee which provides oversight of the Union’s approach to Health and Safety legislation. It is responsible for ensuring the health and safety of all Union activity and employment is enacted in accordance with all relevant legislation and regulations. It has oversight and review of all Union policy, procedures and regulation relating to health and safety. It receives reports of, and reviews, all health and safety related incidents and makes recommendations for improvements.

Committee Duties:

- Overseeing and updating the Union’s Risk Assessments and Risk Register
- Overseeing and reviewing the Union’s approach to training on Health and Safety issues for staff, officers and trustees.
- Reviewing and amending health and safety policy.
- Receive and discuss reports on any health and safety incidents

Regularity: The Committee will meet three times per calendar year.

Democratic Section

Union Forum

The Union Forum is the main policy-making body for the Students’ Union and shall provide a space open to all students to participate in discussions on issues affecting more than one Zone. The Union Forum shall also be the main body for holding the Officers to account. The first Union Forum of each academic year shall be considered the annual members meeting, but is not a General Meeting as defined in the Articles. The committee procedures covering the Union Forum are set out in Byelaw 25.

Referenda

Whilst not a formal Committee, Referenda provide all members with a key democratic opportunity to vote on Officer- or member-submitted Referendum questions, and therefore form a vital element of the Union’s Democratic structure. Policy may be set via Referenda and Referenda will be conducted in accordance with the procedures set out in Byelaw 49.

1. Voice Zone

Responsible to: Union Forum

Responsible for: N/A

Membership:

- VP Voice (Chair)
- 5 Voice Zone part-time Officers



In attendance:

- Student Voice and Communications Manager
- Student Voice Coordinators

Remit:

This is the zone for students to express their views and feedback on their student experience, listening to our members and making their voice heard. This is the zone that looks after the student opinion on the issues that have an impact on student life. The Voice Zone leads on democracy, Course Representation, student activism and student feedback.

Committee Duties:

- This zone will utilise the feedback gathered via the Course Rep system, Student Voice Forum, and major student surveys such as Pulse and the NSS to lobby the University and create the changes students want to see.
- This zone will also be responsive to national student issues, and will be responsible for reporting to the Union Forum with student views and opinions of these matters to ensure that the Union is representing student opinion to University and national decision makers.
- The Vice President within this zone will have overall responsibility for ensuring that all students are able to engage with Union democratic processes, from running in elections to taking part in elections for a club or society.
- The Voice Zone will discuss, debate and vote on student submitted topics of discussion.

Regularity: The Committee will meet a minimum of once a month during semester time.

2. Support Zone

Responsible to: Union Forum

Responsible for: N/A

Membership:

- VP Support (Chair)
- 5 Support Zone part-time Officers

In attendance:

- Student Support Manager
- Student Support Coordinators

Remit:

The Support Zone leads on helping students, as well as enabling students to help each other. The Support zone oversees the advocacy and advice provided by the Students' Union for members, and also represents student interests in University and locally provided support services. The Support Zone oversees student led support initiatives and campaigns to promote student wellbeing.



Committee Duties:

- To lead on the Students' Union's promotion of student wellbeing through campaigns and promotional activities
- To work alongside University and local providers to ensure that student support and wellbeing services are fit for purpose and acting in the interests of students.
- To receive reports from the Union's Advice team on emerging trends in student issues and needs, and ensure that the Union is representing those needs to University decision makers.
- The Support Zone will discuss, debate and vote on student submitted topics of discussion.

Regularity: The Committee will meet a minimum of once a month during semester time.

3. Activity Zone

Responsible to: Union Forum

Responsible for: N/A

Membership:

- VP Activity (Chair)
- Surrey Societies Chair
- Team Surrey Chair
- 3 Activity Zone part-time Officers

In attendance:

- Student Activities Manager
- Student Activities Coordinators

Remit:

The Activity Zone leads on student participation in activity beyond their academic studies, including sports, societies and activities that promote student employability such as training and development. The Activity zone oversees the Union's contribution to the running of the Team Surrey partnership with the Surrey Sports Park, and leads on the development and smooth running of all Societies and Sports Clubs. The Activity Zone ensures that student participation and engagement in student activities is promoted and prioritised at a University and national level.

Committee Duties:

- To lead on the Students' Union's role in Team Surrey and ensure this partnership works in the student interest.
- To lead on the development and sustainability of student societies to ensure all students can participate in accordance with their interests.
- To work alongside the University to ensure that the benefits of student activity are acknowledged and that all students can take part alongside their studies.
- The Activity Zone will discuss, debate and vote on student submitted topics of discussion.

Regularity: The Committee will meet a minimum of once a month during semester time.



4. Community Zone

Responsible to: Union Forum

Responsible for: N/A

Membership:

- VP Community (Chair)
- RAG Chair
- 4 Community Zone part-time Officers

In attendance:

- Head of Commercial Operations
- Assistant Venue Managers

Remit:

The Community Zone leads on student community building within the Union and in the local community, through the social and entertainment activities provided by the Union, and through student engagement with local community partners in volunteering and fundraising activities. The Community Zone ensures that student participation in the student community, in whatever form that make take, is promoted and prioritised.

Committee Duties:

- To lead on the Students' Union's role in student social activities and events which bring students together, including Union showcase events.
- To ensure that student interests are promoted in decisions regarding social activities and events, and to lead on the development of events which meet students' needs.
- To lead on the development and sustainability of student fundraising through Raising and Giving (RAG).
- To work alongside University and community partners to ensure students can participate in, and be recognised for volunteering their time to improve the community and student experience.
- The Community Zone will discuss, debate and vote on student submitted topics of discussion.

Regularity: The Committee will meet a minimum of once a month during semester time.



Appendix A

1. Committee Protocol

- 1.1. Each committee will have a chair, the chair will have the casting vote
- 1.2. Any reference to a committee taking an action will require a simple majority (50%+1) unless specifically stated.
- 1.3. It is the responsibility of the chair of each committee to ensure the frequency of meeting is adhered to as a minimum and agenda planning takes place.
- 1.4. The Chair may invite additional attendees not listed as 'in attendance' where this is necessary for the meeting to carry out its business as stated in the agenda items.

2. Committee Sessions

- 2.1. Committees may sit in one of the following sessions
 - 2.1.1. Open, any member of the Union may attend, and participate with the permission of the chairperson. Minutes and/or recordings of the proceedings will be made available to the membership.
 - 2.1.2. Private, only committee members, and participants listed as in attendance may remain in the meeting. Minutes and/or recordings of the proceedings while in this session are only distributed to members and participants listed as in attendance.
 - 2.1.3 Closed, committee members only are permitted to remain in the session. Minutes and/or recordings of the proceedings while in this session are only distributed to committee members. The committee may permit a non-member to remain for the purposes of record keeping only. The committee may also permit non-members to remain in this session.
- 2.2 The default session for all Union meetings is Open

3. Conflicts of Interest

- 3.1. This conflict of interest protocol applies to all committees
- 3.2. Any conflict of interest must be declared at the opening of any meeting based on the prepared agenda
- 3.3. It is the responsibility of the chair to ask for conflict of interests
- 3.4. Should a discussion arise during the course of any meeting not initially indicated by the agenda, any committee member who feels they may have a conflict of interest must declare at that point
- 3.5. If a member declares a potential conflict of interest they may either
 - 3.5.1. Take no further part in discussions of that topic or
 - 3.5.2. Continue in discussions and abstain from voting or



3.5.3. Request permission from the committee to continue in the discussions and vote

3.6. Following a declaration of a potential conflict of interest a committee may

3.6.1. Decide there is no conflict and allow the committee member to continue as a full member or

3.6.2. Restrict the conflicted member from voting or

3.6.3. Remove the conflicted member from the meeting for the duration of the discussion

4. Chair's Action

4.1. The chair of any committee may take a chair's action on any point which in their opinion the committee would not find contentious

4.2. All chair's actions must be reported to the next meeting of the committee

5. Quorum & Voting

5.1. Unless specifically stated in the committee overview, the quorum for the committee shall be 50% of the voting members plus 1

5.2. If the chair wishes to receive votes electronically he/she may, providing the following is met

5.2.1. The voting is time limited and this is made clear

5.2.2 The entire vote is held electronically

5.2.3. All voting members of the committee are clearly aware of the procedure

5.2.4. The electronic voting is secure to an acceptable standard

5.3. Conflicted committee members unable to vote shall not affect the quorum, and will be regarded as present for the vote

5.4. The chair shall decide if a meeting is quorate

5.5. Casting vote definition

5.5.1. Unless otherwise stated in the committee overview, the chair of the committee holds the casting vote

5.5.2. This does not prevent the chair from voting as a matter of course

5.6. Casting votes will be required when the committee voting is tied. The chair does not have to exercise their casting vote for the same option that they voted for in the first round of voting

6. General Procedure

6.1. All committee members, attending members and visitors are expected to defer to the chair of the committee at all times

6.2. The chair has the authority to exclude anyone attending a committee meeting if they feel their continued presence is detrimental to the working of the committee.

6.3. Voting committee members may not be expelled from committee meetings.



6.4. At the first meeting of each committee each academic year the chair shall agree and document the following

6.4.1. Proposed frequency of meetings

6.4.2. Deadline for submission of agenda items

6.4.3. Timescale for distribution of agendas and minutes

6.4.4. Co-opting of members (if applicable)

6.4.5. Procedure for publishing minutes

6.5. Every committee shall have formal minutes taken, which shall contain as a minimum

6.5.1. The time, date and location of the meeting

6.5.2. The attendance of the meeting (indicating the membership, those who did not attend and those who presented apologies)

6.5.3. A record of decisions taken at that meeting

6.6. Minutes may be published before approval at the subsequent meeting providing they are clearly marked 'draft' as long as this is agreed by the committee as per rule 64.4.5

6.7. Quoted meeting frequencies are the minimum, committees may meet more frequently.

6.8. The remit of the meeting describes areas in which the committee may operate

6.9. Committee duties are the areas in which the committee must operate

6.10. Any member has the right to present an item to any committee (with the permission of the chair, who is responsible for planning the meeting agenda), with exceptions detailed in 6.11 providing they satisfy the requirements for submission as agreed by the committee at the first meeting of each year

6.11. Member submissions to the Board of Trustees shall come from the Annual Members Meeting and from the Union Forum.

6.12. All committee submission requirements shall be made clear to all members

6.13. Committee submission requirements must not be used as a barrier to members wishing to raise issues for discussion, and it is expected that committee chairs exercise an appropriate degree of flexibility in this area.

6.14. Voting committee members are expected to take due regard to advice provided by non-voting in attendance members.

6.15. Decisions taken by the committee contrary to the advice provided as per rule 6.14 must be clearly stated in the minutes to this effect

6.16. Any committee member wishing to resign their position will do so in writing to the chair of the committee

6.17. If the chair of the committee wishes to resign, then they will do so in writing to the chair of the superior committee



6.18. Committees which do not contain a procedure for vacant positions will decide collectively whether or not to fill the position or continue until the next scheduled election with the position unfilled

6.19. Should a resignation result in the remaining positions being less than the stated quorum required, then the position must be filled as per the election rules.

7. Procedural Motions (Democratic Meetings Only)

7.1. A motion on how the meeting proceeds can be proposed by any member of the meeting at any time apart from during a vote.

7.2. Procedural motions shall require a simple majority to pass

7.3. Procedural motions may not be applied retrospectively

7.4. The following procedural motions shall be available

7.4.1. No-Confidence in the Chair:

a. If a committee member feels the provisions of these committee definitions have not been met

b. The Chair is demonstrating undue bias during a debate

7.4.2. Deferred vote:

a. If a committee member wishes to defer voting on an issue until the next available meeting

7.4.3. Exclude Member:

a. Any non-committee member may be removed from the meeting

7.4.4. Request for a secret ballot

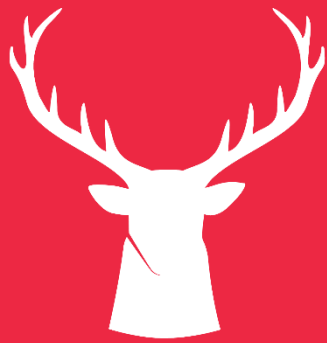
7.4.5. Request for a card vote whereby all full members must produce valid identification to vote

7.4.6. Refer issue to another body (such as the Board of Trustees)

7.4.7. To vote on any proposed motion in parts

7.4.8. Adjournment





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