



Byelaws 2022-23



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



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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 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
 - 5.1.2. Allow the officer-elect to take the position early (any part term will count as one term under the education act)*
 - 5.1.3. 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



- 5.1.4. 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 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.
- 5.2. 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
- 5.3. 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.
 - 5.3.1. 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 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
 - 10.1.2. Allow the officer-elect to take the position early
 - 10.1.3. 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 Democracy Committee shall decide from the following options as to how to fill that position
 - 14.1.1. A bye-election to fill the vacant position
 - 14.1.2. Allow the officer-elect to take the position early
 - 14.1.3. 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 Democracy 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 or passed by a 75% majority at an AMM or EMM.
- 15.9. On the passing of a motion of no confidence at an AMM, EMM or 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 Democracy Committee
 - 16.2.3. Passing of a motion of censure at an AMM or EMM
 - 16.2.4. 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 an AMM, EMM or 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 Democracy 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
 - a) 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 attend and participate in the Question Time for the candidates.
- 18.6. Full Members have the right to information about the process of the election, the positions available and the candidates standing in the election.
- 18.7. Full Members shall have the right to object to the validity of any candidate.



- 18.8. Voting in elections is open to any person who is a Full Member at the point that voting is opened
- 18.9. Full Members have the right to vote in private in the elections, however ballots are recorded for the purposes of fraud prevention and auditing
- 18.10. Any full member may complain to the returning officer regarding any aspect of the election
- 18.11. Any full or opt-out Union member has the right to join a group and become a group member unless prevented by disciplinary sanctions
- 18.12. Any full member may present themselves for election to any of the committee positions
- 18.13. Only full members are permitted to hold signatory positions or nominate any committee position candidate
- 18.14. Only full members may propose the creation of a new group
- 18.15. Any full member may call for a referendum
- 18.16. Any 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
- 18.17. Any full member may present a motion of censure to an AMM, EMM or Union Forum
- 18.18. 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.
- 18.19. Expenses shall be available for all full members to view on request
- 18.20. 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. Surrey Decides

19.2.2. AGM/EGM's

19.2.3. The AMM

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 the University 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. Partners and children of full members

20.5. Partners and children of staff members

20.6. Students registered at the following institutions:

- Academy of Contemporary Music (ACM)
- University of Law, Guildford

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 byelaw 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 Members Meeting (annual or extraordinary) 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 for discussions on issues affecting more than one Zone. The Union Forum shall also be the main body for holding the Officers to account. The Union Forum holds the equivalent policy making status as the committee previously known as the Executive Committee.

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 Chairperson 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 Chairperson may delegate any functions to staff members as appropriate
- 26.3. All Sabbatical Officers are expected to provide updates on actions and activities since the last Union Forum



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 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 topic of discussion by AMM
- 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 Members Meeting (annual or extraordinary)

28. Passed Policy

- 28.1. Unless specifically stated, formal policy passed at any committee meeting shall form Student Union policy for the period up until the Annual Members Meeting
- 28.2. Each policy in force shall be presented to the AMM for continuance or deletion
- 28.3. Policies passed by the Union Forum may only be amended once passed if substantive facts come to light after the policy is passed which require it to be amended. A policy amendment must be agreed with a 75% majority
- 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 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 AMM or Board of Trustees
- 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. The Annual Members Meeting (AMM)

- 30.1. The Annual Members Meeting shall be held once in every 13-month period
- 30.2. The Annual Members Meeting is not an Annual General Meeting as defined in the Articles.
- 30.3. The AMM shall be called by the Union Chair, and all full members shall be invited to attend
- 30.4. All members shall have the opportunity to submit appropriate motions for consideration at the AMM up until 20 days prior to the AMM
- 30.5. The Union Chair will be permitted to composite similar submitted motions.
- 30.6. The agenda and supporting documents will be made available for all members a minimum of 14 days before the meeting.
- 30.7. The quorum for the AMM shall be 100 full members, no business may be discussed before this attendance is reached.
- 30.8. The AMM will be presented with the annual affiliations of the Students Union for approval by the members. *
 - 30.8.1. Any affiliation rejected by the AMM shall be put to a referendum to all members
- 30.9. The AMM will be presented with the annual audited accounts of the Students' Union*
 - 30.9.1. The AMM shall vote to agree that audited accounts have been presented in full. The AMM do not have the authority to amend or disagree with the final audited accounts.
- 30.10. The AMM will be presented with the forthcoming budget for the Students' Union
 - 30.10.1. The AMM may accept or reject the proposed budget
 - 30.10.2. The AMM may vote to convene an EMM to review a revised budget or refer the budget to the board of trustees for consideration.



- 30.11. The AMM will be presented with motions to alter the core constitution (Articles of Association) of the Students' Union
- 30.11.1. Any motion to alter the core constitution (articles) Articles of Association of the Union will require a 75% majority to pass
- 30.12. The AMM shall be presented with policy currently in force with the option to continue or delete
- 30.13. The AMM can be presented with a Motion of No Confidence. This process is covered by byelaw 14
- 30.14. There shall also be provision for an Extraordinary Members Meeting (EMM)An EMM
- 30.14.1. shall be called
- a) after a petition of 120 full members is presented to the Union Chairperson
- OR
- b) a resolution is passed to call an EMM by the Board of Trustees
- 30.14.2. The petition shall state the AMM agenda items that the members wish to discuss at an EMM
- 30.14.3. An EMM shall run, and have the same power as an AMM, with the exception of the agenda which will be set by the petition.



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 Student Group which has held a valid AGM within the previous 14 months, and fully complies with these byelaws
- 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 AGM 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 a valid AGM
- 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 with the exception of byelaw 31.13.
- 31.11. The Students' Union may provide any form of assistance to groups who have held a valid AGM within the period but require an EGM, including a place at fairs.
- 31.12. The Students' Union may assist an un-constituted group assistance in with becoming a correctly constituted group (e.g. hold an AGM)
- 31.13. To remain an active group, each group must:
- 31.13.1. Produce a handover report
 - 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 AGM
 - 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 ussu.co.uk
- 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. AGMs

- 32.1. Each group shall be required to hold an Annual General Meeting at least every 14 months
- 32.2. A group must have at least 10 registered members before being eligible to register or convene an AGM
- 32.3. The AGM period shall be set by the VP Voice
- 32.4. The period in which handover reports must be published shall be set by the VP Activity
- 32.5. It shall be the responsibility of the incumbent committee to notify the Union of the following:
 - 32.5.1. Intention to hold an AGM
 - 32.5.2. Preferred date
 - 32.5.3. Whether the votes held should be open or restricted
- 32.6. It shall be the responsibility of the Union staff to:
 - 32.6.1. Book an appropriate room, which may only be located:
 - a) On any University campus
 - b) In Surrey Sports Park
 - 32.6.2. Advertise the AGM
 - 32.6.3. Arrange an official to oversee the AGM
 - 32.6.4. Provide adequate resources for their AGM (e.g. ballot papers)
 - 32.6.5. Provide a list of registered group members for AGM's with restricted voting
- 32.7. The responsibilities under byelaw 32.5 may be delegated to staff members
- 32.8. All AGMs must be widely advertised for a minimum of 14 calendar days before the event to allow all members to attend
- 32.9. The quorum for an AGM shall be 10 full Union members, or 50% of the registered membership total for that group; whichever is the lower figure.
- 32.10. Each AGM shall have the following agenda
 - 32.10.1. Apologies for absence
 - 32.10.2. Outgoing committee report on previous year
 - 32.10.3. Election of incoming signatories
 - 32.10.4. Election of incoming non-signatory positions
- 32.11. The annual report (32.10.2) must be available for members to read in advance of the AGM
- 32.12. The election of signatory members is only complete once the signatory agreement has been signed



32.13. Failure to elect three signatory committee members at an AGM will result in the group becoming dormant.

33. AGM Voting

33.1. The voting system for each AGM shall be simple majority (first past the post) with the exception of elections as per 41.3.

33.2. Voting may be either

33.2.1. Open, where any full Union member may vote in the AGM, or

33.2.2. Restricted, where only members of the group having the AGM may vote

33.3. The voting method is agreed by the outgoing signatories prior to the AGM

33.4. The VP Activity will publish the date prior to which membership of the group must be held if the voting system is restricted

33.5. Each AGM shall contain a voting option for Re-Open Nominations

33.6. The RON (Re-Open Nominations) option may be included under a different name providing it is also marked as 'RON (Re-Open Nominations)'

33.7. Voting will be held in secret at the sole discretion of the official overseeing the AGM

33.8. The official overseeing the AGM may require voting members to produce membership cards in order to vote

33.9. The only officials competent to oversee group AGMs shall be Official Union Officers, as designated by the Democracy Committee, or volunteers in another trusted capacity in the Union as designated by the Democracy Committee.

33.10. The procedure for AGM elections is as follows

33.10.1. Only full members may stand for signatory positions

33.10.2. There is no prescribed order for positions to be elected, this will be decided by the chair of the meeting

33.10.3. The Chair shall ask for those who wish to stand for the position being contested

33.10.4. When the candidates have announced themselves, the chair may allow them to make a speech, it is not compulsory for the candidates to leave the room – but is advisable to allow those in the room to vote freely and without embarrassment.

- 33.10.5. Members may use procedural motions (63), the two most applicable are card vote and secret ballot. If a card vote is called for then only holders of a valid student card can vote. If a secret ballot is called, then the official must use ballot papers.
- 33.10.6. It is the duty of the official overseeing the AGM to ensure the elections are free and fair and have the final ruling on meeting procedure within these byelaws
- 33.10.7. Those elected to the signatory positions must then sign the signatory agreement

34. Committee Positions

- 34.1. Each committee shall contain 3 signatory positions
- 34.2. Groups may designate and vote on further positions, however they shall hold no signatory authority
- 34.3. All actions taken on behalf of the group shall require the signature of at least two signatories
- 34.4. Any full member may present themselves for election to any of the committee positions
- 34.5. Only full members are permitted to hold signatory positions or nominate any committee position candidate
- 34.6. The Union shall be required to provide adequate training and guidance to all committee position holders as soon as practicable following an AGM
- 34.7. The committee elected at each AGM shall take office on the appointed day set by the VP Activity
- 34.8. Incoming signatory committee members shall only be permitted to take office following attendance to the designated committee training
- 34.9. Incoming signatory committee members may only take office without attending committee training at the discretion of the VP Activity
- 34.10. Elections for vacant signatory committee positions must be filled through an EGM
- 34.11. Signatory position holders may resign in writing to the VP Activity .
 - 34.11.1. Where possible, it is expected that evidence be provided that any resignation is by mutual consent



35. Invalid AGMs

- 35.1. Any member who feels the provisions of byelaws 32, 33, 34 have not been adhered to may request to the VP Voice for an annulment of the AGM
- 35.2. If the VP Voice officiated at the AGM, then the appeal will be presented to the Union Chair
- 35.3. If the member is not satisfied with the response from their request, they may appeal directly to the returning officer stating the reasons as to why they are appealing.
- 35.4. The returning officer may decide to
 - 35.4.1. Refuse to hear an appeal
 - 35.4.2. Issue guidance on future matters of procedure
 - 35.4.3. Overturn the original decision
- 35.5. In the event of a complaint being made the relevant officer trustee (or in the case of an appeal the returning officer) shall first determine if there is a case to answer
- 35.6. If there is no case to answer the relevant officer trustee (or in the case of an appeal the returning officer) shall write to the complainant outlining how the provisions of byelaws 32, 33, 34 were met
- 35.7. If there are grounds for a complaint the group activities shall be suspended until a valid AGM is held
- 35.8. Should the complaint be upheld the relevant Sabbatical Officer (or in the case of an appeal the returning officer) shall instruct the AGM to be invalid, and a new AGM to be held under EGM rules



36. Extra-Ordinary General Meetings (Groups)

- 36.1. EGMs for groups shall follow the procedure for AGMs
- 36.2. An EGM must be held for groups within four academic semester weeks if;
 - 36.2.1. There are less than three members holding signatory positions following resignations or termination of membership after a successful AGM
 - 36.2.2. A petition of at least 50 valid full members has been presented to the VP Voice requesting an EGM
 - 36.2.3. Byelaw 35.8 is enacted
- 36.3. Groups who have failed to hold an EGM prior to the end of the academic year will have four complete academic semester weeks from the start of the next academic year to hold an EGM
- 36.4. Groups requiring an EGM have to have completed a successful EGM by the second Friday following the February standing committee meeting or shall remain dormant until the following academic year.
- 36.5. In the case of 36.2.1 or 36.2.2 all committee positions will then be vacated at the EGM
- 36.6. If there are less than two members holding signatory positions, the group shall be classed as dormant until a valid EGM is held

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 Democracy Committee which cannot exceed past the end of the academic year



38. Dormant Groups

- 38.1. Groups are deemed to be dormant if and when
 - 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 hold an AGM or EGM within 14 months of the previous AGM.
- 38.2. A dormant group may be restarted by fulfilling the conditions required of an active group
- 38.3. Any active group which ceases to be valid through not meeting these byelaws will be classified as dormant
- 38.4. An AGM or EGM for a dormant group shall have the following provisions
 - 38.4.1. A petition of 10 full Union members may call for an AGM or EGM of a dormant group
 - 38.4.2. The quorum for a dormant group AGM or EGM shall be 10 full Union members

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 AGM or EGM
- 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 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, and this must be declared at the Annual Members meeting (30). The Union cannot affiliate to, or donate to political parties.

Q. How can I remove a committee member?

A. To elect a new committee, then an EGM must be called. This is detailed in 36. If you call for an EGM, then all committee 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 accounts



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. Special provisions may be made by the Democracy Committee for other elections within the Union.
 - 41.1.2. Group elections are conducted as per the AGM process detailed from byelaw 32.
- 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 ERS'97 (STV) voting system
- 41.4. All Union Officer positions and such other positions as determined by the democracy committee shall be elected by cross-campus ballot
- 41.5. Elections that are held as cross-campus ballots, which will be satisfied under the following conditions
 - 41.5.1. Electronic or Internet voting which may be used exclusively and without polling stations
 - 41.5.2. Polling stations at a minimum of three locations on the Stag Hill campus

42. Election Officials

- 42.1. The Democracy committee shall be responsible for the annual appointment of a competent returning officer
- 42.2. The returning officer may not be a member of the Students' Union
- 42.3. All members will have the opportunity to object to the appointment of the returning officer on the following grounds
- 42.4. They are not a competent person if there is:
 - 42.4.1. Evidence of bias
 - 42.4.2. Conflict of interest
- 42.5. Objections may be heard by the democracy committee up to 14 days after the appointment is announced

- 42.6. The returning officer and the democracy committee may in turn appoint a number of deputy returning officers to deputise for them in matters of returning the election
- 42.7. Election administrators appointed by the Chief Executive shall be responsible for the operation of the election.
- 42.8. The returning officer remains responsible for the conduct of the deputy returning officers
- 42.9. The returning officer is responsible for the election being held according to these rules.

43. Rights of Full Members

- 43.1. All Full Members and only Full Members are eligible to stand for any position unless stated otherwise in the agreed role description of the position.
- 43.2. Candidates must be valid Full Members during the election process, and from election until they assume office, with the following exceptions:
 - 43.2.1. Candidates who are due graduate and are not returning to any form of study the following year may assume office after graduation for Full Time Sabbatical Officer Trustee Roles only.
 - 43.2.2. Candidates may assume any role after graduation, providing they are enrolled for another course giving full membership in the next academic year
- 43.3. No person may stand for more than one post in the same election.
- 43.4. A Full Member may not serve as an Officer Trustee for more than two (2) years, whether consecutive or non-consecutive*
- 43.5. Only Full Members are eligible to nominate or propose another student in the election.
- 43.6. Full Members have the right to attend and participate in the Question Time for the candidates.
- 43.7. Full Members have the right to information about the process of the election, the positions available and the candidates standing in the election.
- 43.8. Full Members shall have the right to object to the validity of any candidate.
- 43.9. 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 returning officer shall produce the following information for all potential candidates at least 14 days prior to the closing of nominations
 - 44.1.1. Election timetable, comprising
 - a) Nominations close time
 - b) Deadlines for any relevant submissions
 - c) Election briefing time & location
 - d) Voting times
 - e) Count and results announcement time
 - 44.1.2. Voting mechanism to be used
 - 44.1.3. Permissible spending limit on campaign
 - 44.1.4. Nomination requirements, e.g. how many proposing members are required for each candidate
 - 44.1.5. Regulations specific to that contest
- 44.2. Nomination forms received before the deadline with all information correct and valid shall be accepted.
- 44.3. The RO shall have sole discretion to allow amendments to incorrect nomination forms after the nomination deadline
- 44.4. The RO shall have sole discretion to accept nominations after the nomination deadline if appropriate extenuating circumstances are presented
- 44.5. The list of valid candidates shall be published 24 hours before the campaign period begins
- 44.6. The RO shall be responsible for publicising the access to the voting system and voting times
- 44.7. All elections shall be open for voting for a minimum of 1 working day and must be held within University term dates
- 44.8. There shall be no access to ballot papers or votes while an election is in process, and no interim results shall be produced
- 44.9. The RO shall ensure that access to voting is restricted to full members only according to the electoral roll
- 44.10. 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. The election administrators shall be responsible for organising the election events as agreed by the Democracy Committee
- 45.2. For clarity, the election administrators will be a team of full-time staff selected at the start of each period
- 45.3. Attendance to the election events shall be optional for all candidates
- 45.4. The election administrators shall not be required to make special provisions for any candidate who does not attend any election event for whatever reason
- 45.5. There shall be an election briefing for all candidates which will cover:
 - 45.5.1. Election rules from these byelaws
 - 45.5.2. Election rules specific to that contest
 - 45.5.3. Explanation of other election events
- 45.6. There shall be a candidate question time for each position contested
- 45.7. The candidate question time must
 - 45.7.1. Be free to enter for all members
 - 45.7.2. Allow for a free and fair debate between the candidates
 - 45.7.3. Be publicised for all full members to attend and participate
 - 45.7.4. Chaired by a member who has agreed to abide by the charring code of conduct in force at that time.
- 45.8. Speaking rights for election events shall be confined to
 - 45.8.1. Full Members
 - 45.8.2. Those with prior permission from the RO

46. Election complaints

- 46.1. The returning officer shall be the sole official to deal with election complaints in the first instance
- 46.2. Any full member may complain to the returning officer regarding any aspect of the election
- 46.3. On receipt of a complaint the returning officer may refuse to consider a complaint if it is deemed to be
 - 46.3.1. Frivolous
 - 46.3.2. Vexatious
 - 46.3.3. Repetitious

- 46.4. When considering complaints regarding candidates, the RO must take into consideration the byelaws and the rules specific to that contest as well as any relevant policies in force
- 46.5. The RO may
 - 46.5.1. Take no further action
 - 46.5.2. Issue a clarification to all candidates
 - 46.5.3. Issue a warning
 - 46.5.4. Issue one or more strikes
 - 46.5.5. Refer the complaint to the University of Surrey Secretary for guidance
 - 46.5.6. Suspend the election
- 46.6. If a candidate receives a total of three strikes, then they are automatically removed from the election process. Voting preferences for these candidates are passed over to the next subsequent preference
- 46.7. Any candidate removed from the election process will have the right to appeal their exclusion to the Democracy Committee
- 46.8. Any candidate appealing exclusion shall remain in the election until such time the appeal is heard
- 46.9. Should an appeal hearing as per 46.8 be scheduled after the close of voting, the election in which that member is participating shall not be counted until the appeal procedures are completed
- 46.10. Any candidate who has their membership rights removed during the election process shall be excluded from the process
- 46.11. The University of Surrey are obliged by law to ensure free and fair elections in the Students' Union. Any member may complain to the University Secretary regarding the conduct of the RO*
- 46.12. In the event of a justified complaint regarding the conduct of the RO, the Democracy Committee shall be obliged to act on the adjudication from the University Secretary.
- 46.13. The RO shall have the authority to suspend or cancel any election if they believe the process has become compromised for whatever reason
- 46.14. If the RO considers any decision of the Democracy Committee to be contrary to the core constitution, the byelaws or the code of conduct they may report their concerns directly to the Vice-Chancellor of the University of Surrey.
- 46.15. The Vice-Chancellor has the ultimate authority to suspend or cancel any election within these rules.

46.16. Following the completion of the election process the RO 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 ballot boxes or access to electronic voting portals shall be suspended
- 47.2. Ballot boxes shall remain sealed 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 papers or 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
- 48.3. Any candidate excluded from the previous election shall be entitled to stand in the re-run election providing they still meet the requirements of being a candidate

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 the election 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 the 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 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 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.

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

[Students' Union Memorandum and Articles \(Core Constitution\) \(ussu.co.uk\)](https://ussu.co.uk)



Committee Definitions

Board of Trustees

Responsible to:

Responsible for: Finance and Risk Committee, Governance Committee, Remuneration Committee, Annual Members' Meeting, Referenda, and Union Forum.

Membership:

- 5 Sabbatical Officer Trustees
- Union Chairperson
- 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 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 Venues, Production and Safety

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

Annual Members Meeting

The Annual Members' Meeting (AMM) fulfils many of the obligations of the Students' Union under the Education Act and its format and duties are detailed in the Articles (Article 15). The AMM is not a General Meeting as defined in the Articles. The committee procedures covering the AMM are set out in [Byelaw 30](#).

Union Forum

The Union Forum is the main policy-making body for the Students' Union and shall provide a space for discussions on issues affecting more than one zone. The Union Forum is also the body holding elected officers to account on behalf of members. The committee procedures covering the Union Forum are set out in [Byelaw 25](#).

1. Voice Zone

Responsible to: Union Forum

Responsible for:

Membership:

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

In attendance:

- Student Voice Manager
- Student Voice Coordinator

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 AGMs 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:

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:

Membership:

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

In attendance:

- Student Activities Manager
- Student Activities Coordinator

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:

Membership:

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

In attendance:

- Community Manager
- Volunteering and Events Coordinator

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 pre-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 affect

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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