

UCLU Byelaws

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Section 1 – General

1. UCLU is a Company limited by Guarantee.
2. Words and phrases used in these Byelaws have the meanings as ascribed to them in the Union Memorandum and Articles.
3. The Memorandum and Articles of the Union shall take precedence over these Byelaws and these Byelaws shall not be interpreted or applied in any way that is inconsistent with the Memorandum and Articles of the Union.
4. These Byelaws may be amended by Union members through a meeting of Union Council or a Members' Meeting, in accordance with the relevant sections in these Byelaws, via a special resolution with a 75% majority vote.
 - a. Amendments to the Byelaws must be submitted to the Democracy and Communications Officer 10 working days before the meeting they are to be heard at, and displayed on the Union website within 1 working day of their submission.
 - i. The amendments must be supported by a proposer and a seconder, both of whom must be members of the Union.
 - b. They may also be altered by a 75% majority vote of a quorate Referendum, with method of submission and display the same as for a Members' Meeting.
5. Rules and provisions made in UCLU Guidance Documents carry the same weight as rules contained within the Byelaws themselves. Changes to Guidance Documents remain the authority of the relevant body as detailed in the Byelaws.
 - a. They shall exist as appendices of the Byelaws.
 - b. Guidance Documents applying to areas other than Forums shall require a 75% majority vote of Union Council to be changed.
 - c. Changes to the Guidance Documents applying to Forums must be approved by 75% of a quorate Forum followed by 75% of a quorate Union Council meeting.
6. UCLU is fully committed to equal opportunities and will strive to ensure that no member or member of staff is subject to discrimination in any form. Wherever necessary use will be made of lawful exemptions to cater for special needs of particular groups. All officers should strive to ensure equal opportunities within their remit. All meetings must be accessible to all members, that includes venues and papers.
7. UCLU may affiliate to external organisations that assist it in providing services, provided that such affiliations do not violate the Memorandum and Articles of UCLU. UCLU shall not affiliate to any religious, political or other organisations other than the National Union of Students (NUS) and University of London Union (ULU). A list of

affiliations shall be posted on the website and approved annually. Members may request a ballot on continued affiliation, which shall be held in line with referenda.

8. The Union shall publish an annual report for submission at a Union Council. It will then be submitted to the UCL Council before its last meeting of the session.
9. The Union shall observe the UCL Code of Practice on Freedom of Speech.

Section 2 – Membership

1. All UCL students are automatically members of UCLU.
2. Regulations of membership shall be as stated in the Memorandum and Articles of the Union.
3. Membership fees for associate and visiting members shall be set by Union Council each year.
4. Students may withdraw their membership of the Union by informing the Democracy and Communications Officer in writing. Students that withdraw their membership are not able to take part in the democratic processes of the Union, but retain their right to access non-grant aided facilities and the UCLU Rights and Advice Centre.
 - a. They may still join Clubs and Societies once the relevant associate member fee has been paid.
 - i. They may not hold an elected position within that club or society or vote in such elections.
 - b. They may not hold an elected position in the Union or vote in such elections.

Section 3 – Union Forums

1. Forums are defined as platforms for discussion at which all members of UCLU are able to come together for the following purposes and duties:
 - a. To direct the Union's policy and campaigning activity.
 - b. To involve students in driving change.
 - c. To provide an opportunity for all students to propose and be included in discussion that directs the activity of the Union.
 - d. To promote the views of the students they represent.
2. Forums shall work within their Guidance Document and will be guided by the Chair, who shall sit on Union Council.
 - a. There is one Guidance Document for each Forum that sets out the terms of reference and the manner in which a Forum is run
 - b. Forum Guidance Documents shall exist as an appendix of the Union Byelaws
 - c. Forum Guidance Documents may be changed by a 75% majority vote at a quorate Forum followed by a 75% majority vote at a meeting of Union Council
3. Forums may convene a governing committee of the Forum with positions related to the Forums areas of work. The terms of reference of this committee must be set out in their Guidance Document

Procedures

4. Forums shall be convened at least twice a term by the Chair, with an agenda advertised at least 3 working days in advance of the meetings.
5. Agenda items may be submitted to the Chair by any member of the Union.
 - a. If an indicative vote is required then the agenda item must be submitted to the Chair 4 working days in advance of the meeting and with supporting paper work if appropriate.
 - b. If the issue is just for discussion then it may be submitted to the Chair at any point before the start of the meeting and it will be added to the end of the agenda.
 - c. If changes to the Guidance Document are being proposed, the amended document must be submitted to the Democracy and Communications Officer 10 working days before the meeting is it is due to be discussed at, to be listed on the Union website within 1 working day of submission.
 - i. It must be signed by a proposer and a seconder, both of whom must be members of the Union.
6. Forum Chairs are charged with ensuring the meeting runs smoothly and fairly. They retain the rights of the Union Chair as set out in the Byelaws for Union Council.

7. There shall be no quoracy for Forums unless they are voting on Forum policy or changes to the Guidance Documents, for which quoracy shall be 25 Union members.
8. Forum Chairs shall ensure accurate notes are kept on the proceedings of their Forum, which must be made available to the student body through the Union website within 5 working days of the meeting.
9. With regards to room bookings, health and safety and other such matters, Forums shall follow the same processes as Clubs and Societies, with the Chair taking the responsibilities of the President and their lead Sabbatical Officer taking on the role of treasurer.

Forums

10. Forums are:

- a. Activities Forum
 - i. Chaired by Activities Officer, who shall be a member of a UCLU Club or Society at the time of election.
 - ii. Student Activities Officer shall be the lead Sabbatical Officer of the Forum.
 - iii. Shall be a Forum for UCLU members to direct the Union's Clubs and Societies' activity, providing a Forum for members to share information, raise matters of concern and drive the activities forward in the best interests of UCLU members.
 - iv. Officers within the Forum shall include Arts Officer, Sports Officer and Societies Officer.
- b. Community Forum
 - i. Chaired by Community Officer.
 - ii. Democracy and Communications Officer shall be the lead Sabbatical Officer of the Forum
 - iii. Shall be a Forum for UCLU members to drive the Union's activities in the local community; volunteering, student safety, local democratic representation and student engagement in the community.
 - iv. Officers within the Forum shall include Halls Reps, Volunteering Officer and RAG Officer.
- c. Education Forum
 - i. Chaired by Education Officer.
 - ii. Education and Campaigns Officer shall be the lead Sabbatical Officer of the Forum.
 - iii. Shall be a Forum for UCLU members to direct the Union's priorities surrounding UCL students' education.

- iv. Officers within the Forum shall include 36 Faculty Reps (elected proportionally across all faculties and including both undergraduate and postgraduate positions), Part-Time Students' Officer, Mature Students' Officer.
- d. Equality Forum
 - i. Chaired by Equality Officer.
 - ii. Welfare Officer shall be the lead Sabbatical Officer of the Forum.
 - iii. Shall be a Forum for UCLU members to ensure all Union activities are providing equality of opportunity and that the Union is representing its students on issues that UCL students feel violate equal opportunities.
 - iv. Officers within the Forum shall include Disabled Students' Officer, Students of Faith Officer, Black & Minority Ethnic Students' Officer.
- e. Ethics and Environment Forum
 - i. Chaired by Ethics and Environment Officer.
 - ii. Finance and Services Officer shall be the lead Sabbatical Officer of the Forum.
 - iii. Shall be a Forum for UCLU members to drive forward the Union's ethical and environmental policies and priorities, as well as ensure UCLU acts in an ethically and environmentally sound manner.
- f. International Students' Forum
 - i. Chaired by International Students Officer, who shall be an international student.
 - ii. Welfare Officer shall be the lead Sabbatical Officer of the Forum.
 - iii. Shall be a Forum for UCLU members to discuss and direct policy on issues affecting international students at UCL.
- g. LGBT Forum
 - i. Chaired by LGBT Officer, who shall define as Lesbian, Gay, Bisexual or Transexual.
 - ii. Welfare Officer shall be the lead Sabbatical Officer of the Forum.
 - iii. Shall be a Forum for UCLU members to discuss issues affecting the LGBT community at UCL, as well as the Union's policy and priorities that affect LGBT students.
- h. PGA Forum
 - i. Chaired by PGA Officer, who shall be a UCL postgraduate student.
 - ii. Medical and Postgraduate Students' Officer shall be the lead Sabbatical Officer of the Forum.

- iii. Shall be a Forum for UCLU members to discuss issues affecting postgraduate students and develop policy to direct the Union's representation of UCL postgraduate students.
- i. RUMS Forum
 - i. Chaired by RUMS Officer, who shall be a UCL medical student.
 - ii. Medical and Postgraduate Students' Officer shall be the lead Sabbatical Officer of the Forum.
 - iii. Shall be a Forum for UCLU members to discuss issues affecting medical students and develop policy to direct the Union's representation of UCL medical students.
- j. Student Media Forum
 - i. Chaired by Media Officer, who shall be a member of a UCLU Media Society at the time of election.
 - ii. Democracy and Communications Officer shall be the lead Sabbatical Officer of the Forum.
 - iii. Shall be a Forum for UCLU members to direct the Union's student media activity. Providing a Forum for members to share information, raise matters of concern and drive forward the Student Media activities in the best interests of students.
 - iv. Officers within the Forum shall be the Presidents of UCLU Media.
- k. SSEES Forum
 - i. Chaired by SSEES Officer, who shall be a student at UCL SSEES.
 - ii. Medical and Postgraduate Students' Officer shall be the lead Sabbatical Officer of the Forum.
 - iii. Shall be a Forum for UCLU members to discuss issues affecting SSEES students and develop policy to direct the Union's representation of UCL SSEES students.
- l. Women's Forum
 - i. Chaired by Women's Officer, who shall define as a woman.
 - ii. Welfare Officer shall be the lead Sabbatical Officer of the Forum.
 - iii. Shall be a Forum for UCLU members to discuss issues affecting female students at UCL, as well as the Union's policy and priorities that affect female students.

Section 4 – Union Council

Purpose

1. Union Council is an assembly of the Chairs of Union Forums.
2. It exists to represent the voice of students and support the execution of policy.
3. It leads the Union in delivering on the representative and political priorities of UCL students.
4. It is also responsible for the development and implementation of the Union's Strategic Plan.

Composition

5. The composition of Union Council Shall be:
 - a. Union Chair (Chair)
 - b. Democracy and Communications Officer (Sabbatical Officer)
 - c. Education and Campaigns Officer (Sabbatical Officer)
 - d. Finance and Services Officer (Sabbatical Officer)
 - e. Medical and Postgraduate Students' Officer (Sabbatical Officer)
 - f. Student Activities Officer (Sabbatical Officer)
 - g. Welfare Officer (Sabbatical Officer)
 - h. Women's Officer (Chair of Women's Forum)
 - i. Ethics and Environment Officer (Chair of Ethics and Environment Forum)
 - j. Education Officer (Chair of Education Forum)
 - k. Activities Officer (Chair of Activities Forum)
 - l. Community Officer (Chair of Community Forum)
 - m. Student Media Officer (Chair of Media Forum)
 - n. RUMS Officer (Chair of RUMS Forum)
 - o. SSEES Officer (Chair of SSEES Forum)
 - p. PGA Officer (Chair of PGA Forum)
 - q. LGBT Officer (Chair of LGBT Forum)
 - r. International Students' Officer (Chair of International Students' Forum)
 - s. Equality Officer (Chair of Equality Forum)
 - t. Faculty Reps (1 per UCL Faculty)
 - u. First Year Rep
6. All members of Union Council shall have voting rights, except the Chair who shall retain the casting vote should there be a tie.
7. Any member of the Union may attend Union Council to observe or speak but does not have voting rights at the meeting.

Protocol

8. Union Council shall meet not less than 4 times in a term in the winter and spring terms and not less than once in the summer term.
9. Additional meetings may be called by a petition, submitted to the Chair, of 10 members of Union Council.
10. Quorum shall be 50% plus one of elected members, with Sabbatical Officers not contributing to quoracy.
11. The agenda, including all necessary papers, shall be circulated at least 3 working days before the meeting.
12. Minutes of the meeting shall be posted on the Union website within 5 working days of the meeting.
13. Union Council will receive a quarterly report from the Trustee Board.
14. At every meeting Union Council will receive access to notes from the Forums and may question the Chairs of Forums.
15. Union Council will elect Union members to College committees.
16. Union Council may delegate areas of work to working groups that are charged with taking forward activity between Union Council meetings. They shall consist of at least 3 Union Council members, and may also involve students who do not sit on Union Council.

Chairing

17. The Chair is charged with keeping the meeting in order, ensuring remarks are relevant and providing information that is relevant to the business and procedure of the meeting.
18. The Chair shall have casting vote where the decision is tied.
19. The Chair shall be heard in silence and may expel any member if they refuse to obey the Chair.
20. The Chair may vacate the Chair to participate in debate; otherwise they may not participate in debate. Should the Chair participate in debate, the meeting will appoint a temporary Chair for this debate.

Discussions and policy

21. All Forum Policy shall be reported to Union Council. Forum Policy for adoption as Union Policy must be voted on by Union Council.
 - a. They must be submitted to the Chair at least 4 working days before a meeting.
 - b. They must be supported by a proposer and seconder, both of whom must be members of the Union.

- c. They may be deferred by Union Council on the following terms, with the following outcomes:
 - i. The policy relates to the remit of a different Forum to the one that put it to Union Council.
 - 1. Union Council can defer the policy until it has been submitted to and passed by the relevant Forum, as decided by Union Council.
 - ii. The policy violates the Memorandum and Articles or Byelaws of the Union.
 - 1. The policy is deferred back to the Forum so it can be redrafted in line with the Union Governing Documents.
22. General issues including policy proposals from individual members for discussion must be submitted as an agenda point to the Chair, including any supporting paper work.
- a. Any member of the Union can submit an issue for discussion.
 - b. They must be submitted at least 4 working days before a meeting.
 - c. The proposer of the agenda item must set a clear objective for its inclusion on the agenda, which shall be included on the agenda.
23. Emergency issues are issues that have occurred after the deadline for submission or whose matter cannot be deferred until the next meeting. They must be submitted to the Chair 3 hours before the meeting starts and will be taken at the end of the agenda.
24. Discussions on each issue will follow a fair debating procedure, with speeches for and against and an opportunity for those present to pose questions to the speakers. There will then be opportunity for an open discussion, timing for which may be set by the Chair.
25. Once the debate is balanced and the Chair is satisfied that there has been adequate discussion, Union Council shall move to a vote.
26. Take parts – Union Council may choose to take a clause or group of clauses of a proposal in separate parts. There shall be one speech proposing how the motion is to be broken down & one speech against. The proposer of the procedural motion will then become the proposer of the motion of which parts have been taken.
27. Amendments – Union Council may choose to make minor substantive changes to a proposal, but may not substantially alter the character or subject of the proposal. Union Council may also choose to amend wording to clarify a point. Both of these are at the discretion of the Chair, which may be overturned by the meeting.

Procedure

28. A procedural motion may be called at any time unless voting has started. A simple majority is required in order for it to pass.

- A – Challenge the Chair Challenge must be made immediately after the ruling that is to be challenged. To be overturned it requires 10 members of Union Council to vote for hearing the case, following which the Chair must step down. The proposer will speak, followed by the Chair before the meeting moves straight to a vote on the procedural motion.
- B – No confidence in the Chair A call of no confidence must be supported by 10 members of Union Council before the debate is heard. The Chair will step down from chairing and hand over to a member of Union Council elected by the floor. There will be a speech for and against the motion before the meeting moves straight to a vote on the procedural motion.
- C – Adjournment of the meeting The proposer must set the duration of the adjournment and the reasoning. There will be a speech for and against before the meeting moves straight to a vote on the procedural motion.
- D – Move straight to the vote The Chair will conduct a vote on whether or not the current issue or policy discussion should move straight to a vote on the procedural motion. It can only be proposed if there have been equal numbers of speeches for and against the issue or policy being discussed.
- E – Refer the matter back A policy proposal may be referred back to its originating body or persons for reasons set by the proposer. There will be at least one speech for and one speech against before the meeting moves straight to a vote on the procedural motion.
- F – Refer the matter forward A policy document or issue may be referred forward to a Members' Meeting or Referenda. There will be at least one speech for and one speech against before the meeting moves straight to a vote on the procedural motion.

G – Private session

Union Council may vote to move in to a private session. There will be one speech for and one speech against before the meeting moves straight to a vote on the procedural motion. If passed, all in attendance will be excluded, except the General Manager and members of Union Council.

Section 5 - Referenda

1. Any issue decided by a Referendum shall overrule any decision made at a Members' Meeting, Union Council, Forum or committee level except in the case of Human Resources Committee.
2. A Referendum may be called by any of the following:
 - a. A simple majority vote at a meeting of Union Council.
 - b. By a petition of at least 2% of the members of the Union, which must list the names, departments and signatures of the members and be handed to the Democracy and Communications Officer.
 - c. Acceptance by a simple majority of a motion to a Members' Meeting.
 - d. A resolution of the Trustees.
3. The Union Council shall be charged with organising and regulating the Referendum based on a schedule proposed by the Democracy and Communications Officer.
4. The Referendum will be held on a date within 4 term weeks after receiving the request.
5. Quorum for a Referendum shall be 5% of the membership of the Union. When the quorum is not met the matter shall be decided by a Members' Meeting called especially to consider the matter.
6. The Referendum shall be conducted by means of a cross-campus ballot.
7. Polling shall be on at least 24 hours, and may be for longer, at the discretion of Union Council.
 - a. Polling shall usually be conducted online through a secure poll on the Union website unless the Union Council deems it more appropriate to hold a paper ballot.
 - b. Provision must be made for members who require an alternative format for voting.
8. At least 3 open meetings shall be held prior to the Referendum to debate the proposal. One of these must be held on 1 working day before polling commences.
9. These open meetings shall:
 - a. Be publicised at least 5 working days in advance.
 - b. Be open to all members of the Union.
 - c. Be chaired by the Union Chair who shall endeavour to ensure a balanced debate.
 - d. When the Chair feels the debate has reached its conclusion they may ask for one final speech from the person against the proposal before the proposer summates.
10. Any Members' Meeting, Union Council motion or petition requesting a Referendum must include the text of the proposal to be put to the membership. It must also include the names of two members of the Union who are prepared to act as proposer and

seconded of the proposal. It may not include a date for the Referendum, this will be decided by Union Council.

11. Amendments to a Referendum proposal may be made only if agreed by a 75% majority vote of the originating body or by Union Council if a petition.
12. Once submitted, a proposal can only be withdrawn by its proposer.
13. The proposal to be considered must be displayed within 1 working day of receipt on the Union website by the Democracy and Communications Officer.

Section 6 – Members’ Meetings

1. All members of the Union shall be entitled to attend Members’ Meetings.
2. There shall be three types of Members’ Meetings: the Annual Members’ Meeting, the Welcome Members’ Meeting and the Emergency Members’ Meeting.
3. Only members may vote at a Members’ Meeting.
4. Student members also have the right to speak on any motion or amendment, vote on any item of debate, raise a point of order, move for a procedural motion, call for a quorum count, call for a recount, request a ruling from the Chair, request that a guest speaker address the meeting.
5. Members’ Meetings shall take precedence over all meetings of societies wherever they are held.
6. Quorum for a Members Meeting shall be 0.5% of the Union membership.¹
7. No question once decided may be reopened at the same meeting.
8. Proof of Union membership may be required to vote or speak at a Members’ Meeting.
9. Policy passed at a Members’ Meeting shall overrule that passed at Union Council, Forum or committee level except in the case of Human Resources Committee.

Annual Members’ Meeting

10. An Annual Members’ Meeting shall be held once per annum in the first or second term.
11. Union Council shall decide the time and place of the Annual Members’ Meeting with the proviso that it should not be held in the first or second week of term.
12. Notice of at least 5 working days for an Annual Members’ Meeting will be given on the Union website. The date of the Annual Members’ Meeting shall be publicised at least 6 term weeks before the meeting.
13. The agenda for the Annual Members’ Meeting shall be displayed on the Union website at least 4 working days in advance of the meeting.

Welcome Members’ Meeting

14. The Welcome Members’ Meeting shall be held once per annum in the second or third week of the first term.
15. The date of the Welcome Members’ Meeting shall be decided by Union Council and publicised from the first day of the first term on the Union website.

Emergency Members’ Meeting

16. An Emergency Members’ Meeting may be called by any of the following:
 - a. The Union Chair.
 - b. A proposal to Union Council, passed by a simple majority.

- c. A member of Union Council on receipt of a written request from 2% of the student members of the Union.
 - d. A member of the Union Council on written receipt of a notice of appeal against a decision of a discipline committee.
 - e. The submission of a no confidence motion.
 - f. As a result of an inquorate Referendum.
17. The Union Chair shall be responsible for the arrangements of an Emergency Members' Meeting. Notice of at least 5 working days for an Emergency Members' Meeting will be given on the Union website.

Procedure

18. Minutes shall be taken by the General Manager or their appointee.
19. A copy of the draft minutes of Members' Meetings and the motions passed must be displayed by the Democracy and Communications Officer within 10 working days of the meeting on the Union website.
20. The Democracy and Communications Officer shall be responsible for conveying all decisions made at Members' Meetings to the membership by:
- a. Including a summary of business on the Union website.
 - b. Submitting details to the editor of the student paper.
 - c. Any other means as outlined by Union Council from time to time.
21. The business in the Annual Members' Meeting shall be:
- a. Minutes of previous Members' Meetings.
 - b. Matters Arising.
 - c. Acceptance of the Agenda.
 - d. Motions.
 - e. Special Resolutions.
 - f. Questions to Officers.
 - g. Report to Membership.
22. The business in a Welcome Members' Meeting shall be:
- a. Acceptance of the agenda.
 - b. Motions.
 - c. Special Resolutions.
 - d. Questions to Officers.
 - e. Any Other Business.
23. The business in an Emergency Members' Meeting shall be:

¹ Please note this point conflicts with the Memorandum & Articles of Association, see Article 15.5.

- a. Acceptance of the Agenda.
- b. Motions.
- c. Any other business.

Chair

24. The Chair of Members' Meetings shall be the Union Chair. In their absence a Sabbatical Officer will be elected from the floor to chair the meeting.
25. The duties of the Chair are the same as the duties of the Chair for Union Council as outlined in the relevant section.

Debating

26. Only one motion shall be debated at any one time.
27. The debating procedure shall be that as outlined in the Union Council section, except that procedural motions need to be supported by 25 members before they are heard.
28. If necessary, tellers may be appointed from Union Council to assist in the vote.

Section 7 – Union Policy

1. No policy can deny any group of members their rights and privileges as protected under the Memorandum and Articles and Byelaws of the Union.
2. UCLU policy can be set by:
 - a. Union Council.
 - b. Union Members' Meetings.
 - c. Union Referendum.
3. UCLU Forum policy can be set by UCLU Forums.
4. Policy shall exist for 2 years unless it is overturned.
 - a. A Forum may overturn its own policy at a later date.
 - b. Union Council may overturn Forum policy and policy made at Union Council.
 - c. Union Members' Meetings may overturn policy made at Members' Meetings, Union Council or Forums.
 - d. Referenda may overturn policy made at Referenda, Members' Meetings, Union Council or Forums.
5. UCLU policy remains subject to the authority of the UCLU Trustee Board on the grounds of financial or legal considerations.
6. Amendments to policy suggested should be discussed with the proposer.
7. An amendment to an existing policy may be made through the meeting(s) it was originally passed by, with the amendments clearly set out and requiring a simple majority to pass and become part of the original policy.
8. An amendment to a policy proposal going to a meeting may be made.
 - a. They must be supported by one proposer and seconder, both of whom must be members of the Union.
 - b. They must be submitted at least 1 working day in advance of the meeting the policy is being discussed at.
 - c. The amendments must be made before the first meeting the policy is to be discussed at, i.e. Forums for Forum policy.

Section 8 – Union Officers

1. All Union Officers must be a member of the Union at the time of their election and for the duration of their time in office.
2. All Officers are required to act at all times in accordance with the Memorandum and Articles and Byelaws of the Union as well as upholding them throughout the Union's activities.
3. All Officers shall attend and support, where appropriate, the Forums and meetings they are involved with in the fulfilment of their role.
4. All Officers shall liaise with each other between meetings to coordinate the day-to-day running of the Union.
5. All Officers are expected to actively seek to promote themselves and their work actively to the students that they are elected to represent.
6. All Officers must consult with students throughout their time in office so that they continue to remain as representative as possible of the UCL student population. This includes holding surgeries to make themselves available to students.
7. Written notification of resignation of an Officer/Officer-elect must be given to the Democracy and Communications Officer.
 - a. If they wish to reconsider their resignation, written notification must be given to the Democracy and Communications Officer within 5 working days after the original notification.

A - Sabbatical Officers

8. Sabbatical officers shall be collectively responsible for overseeing the day-to-day operational activity of the Union.
9. They shall meet regularly with the General Manager to discuss operational management of the Union.
 - a. The minutes of these meetings shall be submitted to Union Council.
 - b. Where necessary this meeting may act on behalf of the Trustee Board, with reports on decisions made to be submitted to the Trustee Board for approval.
 - c. The meeting will not make any decisions that are deemed to be policy decisions.
10. They shall act as cheque signatories for the Union.
11. They shall be the Sabbatical Trustees of the Union.
12. They shall ensure the Union is ethically and environmentally sound, in accordance with policy set by Union Council, Members' Meetings and Referenda.
13. Their term of office shall be 1st August until 31st of July.
14. Sabbatical Officers may not stand for re-election.

No Confidence Procedure for Sabbatical Officers

15. No confidence motions may be submitted to Union Council or to a Members' Meeting.
A no confidence motion must specify in which of these meetings it is to be debated.
16. Two emergency meetings of Union Council or two Emergency Members' Meetings shall be called on receipt of the motion.
17. These meetings shall be separated by at least 5 working days.
18. No confidence motions require at least one proposer and fifty seconders, all of whom must be Union members and who must sign the motion along with stating their department and student number.
19. Sabbatical Officers may only have a motion of no confidence brought against them if the Sabbatical contract has been broken or if they are guilty of gross misconduct.
 - a. The no confidence motion must state how and when the contract was broken or what gross misconduct has taken place.
 - b. Union Council may rule out any motion that does not conform to the rules above.
20. The motion must be displayed on the Union website for 5 working days prior to the first meeting.
21. The motion must be passed by a 75% majority at two consecutive meetings .
22. Once a motion of no confidence has been passed at the first meeting the Officer in question will be immediately suspended from duty.
23. If the Officer wishes to appeal they must give notice in writing to the Union Chair within 2 working days of the first vote. If it is inappropriate for the Union Chair to receive the complaint, it shall be sent to the Democracy and Communications Officer.
 - a. If an appeal is lodged an appeal committee will be formed and will consist of 3 Sabbatical Officers from another University of London school or college.
 - i. The panel will meet before the second meeting and will rule on whether the contract was broken or whether gross misconduct took place. They cannot express any other opinion on the matter.
 - b. If the appeal is successful the officer shall return to their duties and the Union Chair shall rule the motion out of order.
 - c. If the appeal is unsuccessful the officer will remain suspended until the second Union Council or Emergency Members' Meeting.
24. If the motion is passed for a second time the Officer shall be deemed to have been dismissed with immediate effect.
25. If the motion is not passed for the second time the Officer shall return to duties as normal.

Democracy and Communications Officer

26. The Democracy and Communications Officer will:

- a. Strive to perpetuate the widespread understanding of the Union's activities, developments and achievements, among students, stakeholders and the public.
- b. Uphold the Union's democratic structure and encourage democratic engagement on all sectors of membership.
- c. Oversee the Union's promotional strategy.
- d. Oversee the publications and broadcasts of the Union.
- e. Be the active respondent to all general media enquiries.
- f. Be the lead Officer responsible for affiliations.
- g. Work with the Union Chair to ensure elections run in a fair manner.
- h. Be the lead Officer responsible for strategic planning, including communicating the strategic plan to Officers of the Union to ensure its effective implementation and to members of the Union.

Education and Campaigns Officer

27. The Education and Campaigns Officer will:

- a. Represent the academic needs of members to UCL.
- b. Represent the views and needs of members to external organisations to which UCLU is affiliated or a member of, including but not limited to the NUS, ULU and the Aldwych group.
- c. Be the active respondent to media queries related to educational matters.
- d. Support student representation at all levels and be responsible for the development and implementation of a student representation strategy.
- e. Support campaigning activity on all matters.

Finance and Services Officer

28. The Finance and Services Officer will:

- a. Be ultimately responsible for oversight of the Union's finances.
- b. Ensure the Union's commercial and membership services provisions adequately meet the needs of members.
- c. Ensure adequate use of the Union's spaces, being the lead Officer on UCLU space.
- d. Ensure all of UCLU's financial activity and service provision is ethically and environmentally sound.
- e. Be the lead officer on HR matters.

Medical and Postgraduate Students' Officer

29. The Medical and Postgraduate Students' Officer will:

- a. Represent the needs of medical and postgraduate students at all levels.
- b. Ensure the provision of an environment which supports and provides for the separate social and academic needs of medical and postgraduate students.
- c. Liaise with the appropriate national bodies on issues affecting medical and postgraduate students.
- d. Work to engage medical and postgraduate students in all levels of Union activity.
- e. Facilitate the continued existence of separate Sports Clubs for medical students.
- f. Be the lead officer for mergers.

Student Activities Officer

30. The Student Activities Officer shall:

- a. Be primarily concerned with the non-academic development of members.
- b. Encourage and support the development of Clubs and Societies.
- c. Make recommendations on the affiliation of new Clubs and Societies.
- d. Ensure that Clubs and Societies operate with the Union's Memorandum and Articles and Byelaws, as well as their own constitutions.
- e. Be responsible for the financial matters of Clubs and Societies, including the allocation of funding.
- f. Ensure all Club and Society publicity is produced within the appropriate guidelines and policies.
- g. Oversee the awarding of colours associated with student activities.
- h. Oversee initiatives and projects which develop our members' skills and employability.

Welfare Officer

31. The Welfare Officer will:

- a. Strive to ensure a safe and welcoming environment for all members at UCLU and in the wider community.
- b. Represent the needs of international students at all levels.
- c. Ensure that the Union is compliant with all relevant policies relating to equal opportunities.
- d. Liaise with UCL Residences Office to ensure adequate provision of student accommodation.
- e. Ensure specific Union provision for international students outside of term and at the start of session as appropriate.

B - Acting Sabbatical Officers

32. Acting Sabbatical Officers will be expected to undertake all duties set out in Section 8 parts 1 to 7.
33. They are expected to undertake as far as possible the specific duties as listed for the relevant Sabbatical Officer position.
34. Their term of office shall finish on the date that their predecessors would have finished had they not vacated the post.
35. They shall take up the Union Council position left vacant by the Sabbatical Officer that vacated the post.

C - Non-Sabbatical Officers

36. The term of office for Union Council members shall be from the first day of the academic year after their election until 31st of July.
 - a. Except the term of office for the PGA Officer which shall run from the time of their election until 31st August.

No Confidence Motions in Non-Sabbatical Officers

37. No confidence motions may be submitted to the Union Council.
38. No confidence motions require at least one proposer and 25 seconders, all of whom must be Union members and must sign the motion along with stating their student number and department.
39. On receipt of a no confidence motion an emergency Union Council meeting shall be called.
40. Non-Sabbatical Officers may only be no confided if they have failed to fulfil the duties of their post as outlined in the Byelaws, or if they are guilty of gross misconduct. The motion must state which of their duties they have failed to fulfil or the nature of the gross misconduct.
41. Union Council must rule out of order any motion which does not conform to the rules above.
42. The motion must be displayed on the Union website for 10 working days prior to an emergency Union Council meeting.
43. The motion must be passed by a 75% majority at the emergency Union Council meeting.
44. Once a motion of no confidence has been passed, the Officer in question will be immediately suspended from duty.
45. If the Officer wishes to appeal an appeal committee is formed.
 - a. It will consist of two people elected from Union Council and an Officer from another Students Union in London.

- b. It will rule on whether the Officer failed to fulfil their job description or if they are guilty of gross misconduct. They cannot express any other opinion on the matter.
- c. If the appeal is successful the Officer shall return to duty and the Union Chair shall be bound to rule the motion out of order.
- d. The procedure need not be used to dismiss Union Council members for non-attendance.

Activities Officer

46. The Activities Officer shall:

- a. Support the non-academic development of the students by encouraging Club and Society activities.
- b. Support the Student Activities Officer in representing the areas to the Union and the College.
- c. Help coordinate the activities Clubs and Societies are involved in, such as the Arts Festival.
- d. Facilitate student engagement in the management and administration of their Clubs and Societies.
- e. Encourage Clubs and Societies to be inclusive and work within UCLU Equal Opportunities policy.
- f. Chair the Activities Forum.

Community Officer

47. The Community Officer shall:

- a. Be responsible for representing UCL students in the local community.
- b. Coordinate campaigns related to issues within the local community that affect UCL students.
- c. Report to the Union on issues in the local community that affect its members.
- d. Work with the Volunteering Services Unit to promote student volunteering.
- e. Work with the Welfare Officer to ensure adequate provision of satisfactory student accommodation.
- f. Work with the Welfare Officer and Dean of Students (Welfare) on issues affecting student safety in the community.
- g. Chair the Community Forum.

Education Officer

48. The Education Officer shall:

- a. Represent the students on academic issues within the Union.

- b. Work with the Education and Campaigns Officer to represent students' academic concerns to College.
- c. Ensure students are kept up to date on college issues that affect their education.
- d. Chair the Education Forum.

Ethics and Environment Officer

49. The Ethics and Environment Officer shall:

- a. Be responsible for ensuring that UCL Union operates in as ethically and environmentally sound manner as possible.
- b. Proactively investigate and research methods of improving UCL Union's operation in this respect.
- c. Coordinate campaigns related to environmental and ethical matters.
- d. Chair the Ethics and Environment Forum.
- e. Sit on the UCLU Finance Committee.

Equality Officer

50. The Equality Officer shall:

- a. Promote equality to help ensure a fair, non-discriminatory Union in which all staff are treated with dignity and respect at all times.
- b. Raise awareness and keep members informed on equality matters.
- c. Offer support to members on equality related personal matters.
- d. Support other Union officials on equality matters.
- e. Play a leading role in raising awareness of members to the need for a zero tolerance approach to bullying and harassment within the Union and its activities.
- f. Work to ensure that policies and practices within the Union are equality proofed.
- g. Chair the Equality Forum.

First Year Rep

51. The First Year Rep shall:

- a. Be in their first year of study at UCL.
- b. Be responsible for representing the needs of first year students to the Union.
- c. Seek to proactively improve the engagement of first year students in Union activities.

International Students' Officer

52. The International Students' Officer shall:

- a. Be a student whose normal place of residence is outside the UK.
- b. Be responsible for representing the interests of international students within the Union.

- c. Seek to proactively improve the engagement of international students in Union activities and democratic processes.
- d. Work with the Welfare Officer to develop the Union's activities as part of the UCL International Students Orientation Programme.
- e. Coordinate campaigns related to international student issues.
- f. Chair the International Students' Forum.

LGBT Officer

53. The LGBT Officer shall:

- a. Self-define as Lesbian, Gay, Bisexual or Trans.
- b. Be responsible for representing the interests of LGBT students within the Union.
- c. Coordinate campaigns related to issues affecting the LGBT community.
- d. Liaise with the NUS on LGBT issues.
- e. Attend the NUS LGBT Students' Conference.
- f. Chair the LGBT Forum.

PGA Officer

54. The PGA Officer shall:

- a. Be a postgraduate student.
- b. Be responsible for bringing the views of postgraduate students to the Union.
- c. Facilitate postgraduate representation to the College, including via regular meetings with the Graduate School.
- d. Facilitate the development of a postgraduate student community by co-ordinating activities and events for postgraduate students.
- e. Seek to proactively improve the engagement of postgraduates in Union activities.
- f. Represent postgraduates externally to organisations such as the NUS.
- g. Chair the PGA Forum.

RUMS Officer

55. The RUMS Officer shall:

- a. Be a medical student of UCL Medical School.
- b. Be responsible for representing the interests of medical students within the Union.
- c. Facilitate medical student representation to the Medical School, including via regular meetings with the RUMS Honorary President and Dean of the Medical School.
- d. Facilitate the growth of the RUMS community by coordinating activities and events for medical students.

- e. Facilitate the relationship between UCL medical students and UCL Medical School alumni.
- f. Seek to proactively improve the engagement medical students in Union and RUMS Activities.
- g. Represent UCL medical students within ULU Medgroup, the NUS and the BMA.
- h. Chair the BMA Intra-School Committee (ISC) and the RUMS Forum.

Student Media Officer

56. The Student Media Officer shall:

- a. Be a member of a UCLU Media Society at the time of election.
- b. Be responsible for representing the needs of UCLU Student Media societies to the Union.
- c. Liaise with external organisations on issues related to student media.
- d. Support the UCLU Student Media Societies.
- e. Proactively seek to improve the profile of student media within UCLU.
- f. Chair the Student Media Forum.

Union Chair

57. The Union Chair shall:

- a. Ensure that the Union runs in a fair and democratic manner.
- b. Chair Members' Meetings.
- c. Chair meetings of Union Council.
- d. Chair open meetings for Referenda.
- e. Act as Returning Officer.

Women's Officer

58. The Women's Officer shall:

- a. Self-define as a woman.
- b. Represent the interests of female students within the Union.
- c. Work with the Welfare Officer and Equality Officer.
- d. Coordinate campaigns related to issues affecting female students.
- e. Liaise with external organisations such as the NUS on matters related to female students.
- f. Chair the Women's Forum.

Student Trustees

59. Student Trustees are elected in a cross-campus ballot of Union members in the first term of the academic year for a term of 12 months.

60. This 12 month term shall commence on 1st November of year they are elected and will continue until 31st October the following year.
61. Student Trustees may not hold any other position within the Union's democratic structure. This does not apply to holding positions on the committees of Clubs and Societies.

Accountability of Officers

62. All Officers are elected by and accountable to the students of UCL.
- a. If a student has a question about the work, activity or conduct of an Officer they may email the Officer and should expect a response within 5 working days.
 - i. If unsatisfied with the response they receive they may request a meeting with the Officer, and the Officer must make arrangements to meet the student within 5 working days where possible.
 - b. The Union shall provide the opportunity for students to write open letters or ask open questions of Officers via the Union website. The Officer must post an open reply within 5 working days.
 - i. The posts may be removed if deemed to be inappropriate, offensive or constitutes bullying or harassment.

Motions of Censure

63. Where Officers on Union Council have failed to fulfil the duties of their post as outlined in the Byelaws but their conduct is not sufficiently serious to warrant a motion of no confidence, a motion of censure may be submitted to Union Council.
64. Motions of censure require at least one proposer and twenty-five seconders, all of whom must be members of the Union.
65. On receipt of a motion of censure an emergency Union Council meeting shall be called.
66. The motion of censure must state exactly what part of their job the Officer has failed to fulfil.
67. Union Council must rule out any motion which does not conform to the rules above.
68. The motion must be displayed on the official Union website for 10 working days prior to the emergency Union Council meeting.

Section 9 – Elections

1. The running of fair elections shall be the joint responsibility of the Democracy and Communications Officer and the Returning Officer on behalf of the Trustee Board and the Steering Committee. They shall ensure the elections are run in accordance with the Memorandum and Articles and Byelaws of the Union.
 - a. After each elections session the Democracy and Communications Officer shall submit a report to College Council and the Steering Committee.
2. The Democracy and Communications Officer shall publish an elections schedule for the forthcoming term in the first week of the new term, the elections schedule should include dates and times for the opening and closing of nominations and voting.
3. The conduct of the elections shall be carried out in line with the Guidance Document on Elections and the Union Memorandum and Articles and Byelaws.
4. Eligibility to run for election and hold any Union position is based on the meeting of certain criteria:
 - a. Forum Chairs must be eligible to enrol for the following year to continue their programme of study.
 - b. Sabbatical Officers who run for election in their final year must graduate successfully at the end of that session and must be accepted as an affiliate student for their year as a Sabbatical Officer.
 - c. Sabbatical Officers who are not running for election in their final year must be academically eligible to proceed to the next year of their programme of study immediately following their term of office.
 - d. A candidate who fails to meet the above requirements shall be withdrawn from the elections and a recount will be carried out for defeated candidates that are still eligible and willing to participate.

Voting

5. No member shall have more than one vote.
6. The voting period for any position shall run for at least 3 working days.
7. Voting shall be done by secret ballot using the Alternative Vote / Single Transferable Vote system, as detailed by the Electoral Reform Society of Great Britain and Northern Ireland, and including Reopen Nominations as a candidate in single vacancy elections.
8. Union Council and Steering Committee have the duty to determine and amend the Guidance Document on Elections.

Positions

9. The following positions shall be elected via cross-campus ballot:

- a. Sabbatical Officers.
- b. Student Trustees.
- c. Union Chair.
- d. Education Officer.
- e. Activities Officer.
- f. Community Officer.
- g. Student Media Officer.
- h. Equality Officer.
- i. Women's Officer.
- j. NUS Delegates.

10. The following positions shall be elected via sectional elections:

- a. International Students' Officer.
 - i. Elected by international students.
- b. LGBT Officer.
 - i. Elected by students who self-define as LGBT.
- c. RUMS Officer.
 - i. Elected by medical students.
- d. SSEES Officer.
 - i. Elected by students of SSEES.
- e. PGA Officer.
 - i. Elected by postgraduate students.
- f. First Year Rep.
 - i. Elected by first year students.

11. Hall Representatives

- a. Shall represent the interests of students within their Hall to the Union and College.
- b. Shall be resident in the UCL Hall they are elected to represent.
- c. Shall be elected by the residents in their respective Hall.
- d. Shall be elected in the first term of the academic year that that are to hold office for.

12. Faculty Representatives

- a. Shall represent the interests of students within their Faculty to the Union and College.
- b. Shall be enrolled on a programme of study within the Faculty they are elected to represent.
- c. Shall be elected by the students in their respective faculty.
- d. Shall be elected in the first term of the academic year that that are to hold office for.

- e. The Faculty Representative receiving the highest number of votes in a Faculty Representative election shall represent that Faculty on Union Council. If this Faculty Representative does not wish to take up this role, the next highest scoring candidate will take up the role, and so on.

13. All other Officers shall be elected in the second term in the academic year preceding their term of office.

Procedures

14. Elections should be held at times that enable the largest possible number of members to vote.

15. Nominations shall be open for at least 5 working days before they close.

16. Detailed notice of elections shall be given at least 5 working days in advance of the opening of nominations.

17. A candidates' meeting must be held following the closure of nominations at a time specified by the Returning Officer.

18. Nomination papers must include the full name and student number of those nominated.

19. The Democracy and Communications Officer shall compile and check the submissions once the nominations period has closed.

20. Written notification of a candidate's resignation shall be given to the Democracy and Communications Officer, the resignation cannot be reconsidered once it has been submitted.

21. The Democracy and Communications Officer shall organise events at which students will have the opportunity to speak to candidates and ask them questions.

22. The Democracy and Communications Officer shall also ensure that there is online provision for students to be able to ask questions of the candidates.

Campaigning Materials

23. All campaigning materials must meet the requirements of the Guidance Document on Elections.

24. All candidates in an election shall receive a publicity allowance at a level set through an agreement at Steering Committee.

Conduct

25. Candidates must conduct themselves in line with the Guidance Document on Elections.

26. Candidates breaching these regulations will be subject to the disciplinary procedures as outlined in the Guidance Document.

27. Campaigning period shall run for at least 3 working days before the opening of voting.
No campaigning may take place before the start of the campaigning period.
28. Complaints about the conduct of a candidate must be submitted to the Returning Officer in accordance with the Guidance Documents on Elections.
29. Complaints will be dealt with as outlined by the Guidance Document on Elections.
30. The Guidance Document on Elections may be changed by a 75% majority vote at two quorate meetings of Union Council.

By Elections

31. Any vacancy, other than that of a Sabbatical Officer, which arises during the year, should be reported by the Democracy and Communications Officer to the next meeting of Union Council. A by-election will then be held with the next set of elections, unless deemed necessary by Union Council to bring that by-election forward.
32. In the event of a vacancy for a Sabbatical Position occurring, a by-election should be held at the discretion of Union Council.
- a. If before the start of the academic year then a Sabbatical Officer may be elected to the full time position.
 - b. If after the start of the academic year then an Acting Sabbatical Officer may be elected.

Counting

33. The timing of the close of voting and count shall be set by the Returning Officer.
34. Complaints about the count must be made in writing to the Returning Officer no later than 1 working day after the announcement of the result.
- a. A complaints panel will be convened by the Returning Officer that consists of 3 members of Union Council, at least 1 of whom is a Non-Sabbatical Officer and 1 is a Sabbatical Officer.
35. The results of all Union Elections shall be certified by the Returning Officer.

Section 10 – Committees of the Trustee Board

1. The roles and responsibilities of the Trustee Board are set out in the Memorandum and Articles of the Union.
2. Committees of the Trustee Board exist to facilitate their activity as well as opening it up to increased student involvement and improved transparency.
3. Union Council shall receive, via the Chairs of the Committees, written reports of the meetings and decisions taken by them.
4. Decisions of Committees may be referred back to the Committees for review by a simple majority of Union Council. The Trustee Board will have a moral obligation to review issues referred back to them.
5. The Committees of the Trustee Board are those outlined in the Byelaws.

Finance Committee

6. Membership of the Finance Committee shall be:
 - a. Finance and Services Officer (Chair).
 - b. All other Sabbatical Officers.
 - c. Ethics and Environment Officer.
 - d. 3 Student Trustees appointed by Trustee Board.
 - e. 4 members of Union Council appointed by Union Council.
7. In attendance shall be:
 - a. General Manager.
 - b. Finance Manager.
 - c. 1 External Trustee (Alumni, College or Professional).
8. The Committee, constitutionally, considers strategic options for, and the overall general management of, the Union's finances, including setting annual budgets, key performance objectives, and monitoring the financial performance of the organization. It is charged with:
 - a. Considering and recommending to the Trustee Board the annual income and expenditure budget for the coming year, on advice from appropriate committees and senior managers.
 - b. Considering and reporting on statements on actual income and expenditure throughout the year and projected outturn with annual budget.
 - c. Engaging the Union's auditors and acting upon their recommendations, as well as receiving and considering reports from UCL Internal Audit. It must monitor the Union's adherence to any regulatory requirements.

- d. Considering and taking action where appropriate on the Union's long and short term investments, policy relating to the Union's insurances and arrangements for short-term and long-term borrowing.
 - e. Considering the financial implications of capital projects and report thereon to the Trustee Board.
 - f. Considering and taking action where appropriate on grant funded areas, expenditure by the Union's trading services and expenditure by the Union's Clubs and Societies.
 - g. Considering the Union's banking arrangements. Including the appointment of officers or agents whom the committee deems it necessary to appoint.
 - h. Considering and taking action on writing off losses or deficiencies on money, stocks, irrecoverable debts, overpayment and the disposal of obsolete equipment.
 - i. Considering the reports, recommendations and requests of Referenda, Members' Meetings and Union Council and make recommendations on their financial implications. No policies made by any of the above bodies that have financial implications shall be binding until they have been approved by the Finance Committee.
9. Quoracy of the Committee shall be 4 student members.
10. The Finance Committee will report to the Trustee Board, through submission of its minutes.
11. The Chair shall provide a written report on discussions and decisions taken at the Committee to Union Council. Union Council may refer a matter back for review by the Committee and the Committee shall have an obligation to review the issue.

Human Resources Committee

12. Membership of the Human Resources Committee shall be:
- a. All Sabbatical Officers.
13. In attendance shall be:
- a. 1 External Trustee (Alumni, College or Professional).
 - b. General Manager.
 - c. HR Representative.
 - d. UCL HR Representative.
14. The Chair of the Committee shall be the Finance and Services Officer
15. The Committee shall have overall responsibility for the employment of Union staff and the terms at which the staff are employed. The Committee shall:
- a. Conditions of Service

- i. Ensure the appointment of Union Staff (other than Student Staff) on UCLU / UCL terms and conditions of employment (as appropriate).
 - ii. Determine the rate of student-staff remuneration ensuring that this meets the requirements of National Minimum Wage (Adult).
- b. New Appointments, Redundancy and Dismissal
 - i. Consider proposals for new staff appointments. Where such proposals result in an increase in staff costs the additional expenditure must be approved by the Finance Committee.
 - ii. Consider proposals for staff redundancy.
 - iii. Receive reports from the Chair and General Manager of staff dismissal.
- c. Authority
 - i. Human Resources Committee will undertake its business in accordance with a timetable of key tasks approved by the Trustee Board.
 - ii. Human Resources Committee will report to the Trustee Board via submission of its minutes.

16. Quoracy of the Committee shall be one quarter of the membership.

17. The Chair shall provide written reports on its decisions to Union Council, but shall not disclose matters relating to the responsibilities, conditions of employment, performance or conduct of individual members of staff. Union Council retains the right to refer a decision back for the Committee's further consideration and the Committee has an obligation to review the issue.

Steering Committee

18. Membership of Steering Committee shall be:

- a. All Sabbatical Officers.
- b. Chair of Union Council.
- c. 3 Student Trustees appointed by Trustee Board.
- d. 3 members of Union Council appointed by Union Council.

19. In attendance shall be:

- a. Membership Services Manager.
- b. General Manager.
- c. 2 External Trustees (Alumni, College or Professional).

20. The Chair of the Committee shall be the Democracy and Communications Officer.

21. The Committee shall have the responsibility for ensuring the smooth running of the government of the Union, with particular reference to committee structure, terms of reference, delegation of powers and the running of fair elections.

22. The Committee shall:

- a. Annually review the membership of committees.
- b. Report to the Trustee Board and Union Council on the constitutional structure of the Union, changes to the Memorandum and Articles, Byelaws and regulations.
- c. Interpret the Union Memorandum and Articles and Byelaws on any matter that may be referred to the Committee.
- d. Consider issues of Union governance arising from legislative or institutional requirements.

23. Quoracy of the Committee shall be one quarter of the membership.

24. The Steering Committee will report to the Trustee Board, through submission of its minutes.

25. The Chair shall provide a written report on discussions and decisions taken at the Committee to Union Council. Union Council may refer a matter back for review by the Committee and the Committee shall have an obligation to review the issue.

Sports Grounds Committee

26. Membership of Sports Grounds Committee shall be:

- a. Student Activities Officer.
- b. Finance and Services Officer.
- c. Activities Officer.
- d. Medical and Postgraduate Students' Officer.
- e. Sports Officer.
- f. 5 representatives of UCLU Sports Clubs elected from the Activities Forum.

27. In attendance shall be:

- a. Chair of Sports Grounds Development Committee.
- b. A representative of the UCL Estates and Facilities.
- c. One member appointed by College Council.
- d. Sports Grounds Manager.
- e. Clubs and Societies Administrator.
- f. Union Staff as required by the agenda.
- g. General Manager.

28. The Committee shall:

- a. consider and report to Finance Committee:
 - i. The annual income and expenditure budget for the coming year
 - ii. Statements on actual income and expenditure throughout the year, and projected outturn

- iii. Recommend to Finance Committee the adoption of financial statements for the preceding year.
 - b. Develop and recommend to Finance Committee long-term forecasts of income and expenditure in respect of the sports grounds and pavilion.
 - c. Ensure that the grounds and pavilion deliver the targeted levels of customer satisfaction, identifying opportunities for new or alternative services in line with changing customer profiles
 - d. Ensure effective day-to-day management of contracts to provide grounds and/or pavilion services.
 - e. Ensure the statutory requirements relating to the provision of the grounds and pavilion are met
 - f. Ensure maintenance and ongoing development of the grounds and its facilities
 - g. Undertake its business in accordance with a timetable of key tasks approved by UCLU Trustee Board
 - h. Will liaise with the UCL Sports Grounds Development Committee and refer matters for the consideration of the Committee as appropriate
 - i. Will liaise with the Trustees of the UCL Sports Grounds as requested and as appropriate
29. The Sports Grounds Committee will report to the Trustee Board, through submission of its minutes.
30. Quoracy of the Committee shall be one quarter of the membership.
31. The Chair shall provide a written report on discussions and decisions taken at the Committee to Union Council. Union Council may refer a matter back for review by the Committee and the Committee shall have an obligation to review the issue.

Section 11 – NUS Delegation

1. This section and the points contained in it refer to any policy making conference of the NUS.
2. In the event that the NUS governing documents or policies contradict the Memorandum and Articles and Byelaws of the Union, the Memorandum and Articles and Byelaws of the Union shall take precedence.

Delegation Leader

3. The Education and Campaigns Officer shall attend all NUS Conferences ex-officio and shall be the delegation leader.
4. The delegation leader may wave their right to attend non-policy making conferences.
5. The delegation leader shall call a pre-conference delegation meeting for the elected conference delegates that shall discuss:
 - a. Procedure of NUS conferences.
 - b. Issues that are to be laid before the NUS conference.
 - c. Any Union policy that refers to those issues.
6. There shall be a deputy delegation leader; the person receiving the most first preference votes in the delegation elections.
7. The delegation leader, after consulting with the delegates, shall produce a report on the decisions taken at conference for presentation no later than the second Union Council meeting of the term following any conference.

Delegates

8. Delegates shall attend NUS Annual Conference and NUS Extraordinary Conferences.
9. Delegates may wave their right to attend non-policy-making conferences.
10. Delegates must follow the Union policy, Memorandum and Articles and Byelaws at all times.
11. Delegates who are not members of Union Council should attend the following Union Council meetings.
 - a. All meetings where motions to NUS conferences are to be discussed.
 - b. The meeting immediately preceding NUS conference.
 - c. Any meetings which conference reports are presented to.
12. Delegates should attend all Members' Meetings where motions to NUS conferences are to be discussed
13. All delegates will submit a report to Union Council, including a record of the way they voted for all motions, all voting preferences in NUS NEC elections and all voting in

other elections. This report must be submitted to the second Union Council of the term immediately following the conference.

Motions to NUS Conference

14. The Union may submit motions to NUS conference. Any motions submitted must have been passed by a Referendum, Members' Meeting or meeting of Union Council.
15. Amendments proposed to the NUS conference must be passed in the same way as a motion, see point 14.
16. The Union Chair shall sign all motions and amendments before submission to NUS Conferences. In their absence a Sabbatical Officer will sign it.

Voting

17. The delegation shall speak and vote as a whole according to (in the following order):
 - a. Policy of the Union.
 - b. specific instructions from a Members' Meeting.
 - c. specific instructions from Union Council.
18. The Democracy and Communications Officer shall ensure delegates receive a copy of current Union policy and will advise the delegation on how this relates to the issues to be discussed.
19. Any member may speak as they wish provided they indicate that their speech is made in a personal capacity.
20. Delegates may abstain from motions as a matter of principle.
21. There shall be a free vote on procedural motions and on any motions where the delegation is not bound by Union policy, the Memorandum and Articles or Byelaws.

Section 12 – Staffing

1. The Union shall be empowered to appoint staff who shall be responsible to the Union Officers through an established management structure.
2. All matters related to the responsibilities, conditions of employment, performance or conduct of individual members of staff shall be the responsibility of the Human Resources Committee and shall not be discussed at any other Committee, Council, Members' Meeting or Referenda except as provided for elsewhere in the Byelaws.
3. Complaints about members of staff shall be referred to the Sabbatical Officers who will refer them through the management structure or to the Human Resources Committee, as appropriate.
4. Union staff members may provide advice on their areas of expertise but shall not publicly express their personal views on policy or decisions of the Union.
5. Paragraphs 3 and 4 apply to student casual staff whilst they are on duty.

Section 13 – Complaints Procedure

Internal Procedures

1. In the first instance the complaint shall be brought to any Sabbatical Officer who shall reply within 10 working days.
2. In the case of a complaint against staff the complaint shall be referred to the General Manager via a Sabbatical Officer.
3. If the student is not satisfied with the response received the matter shall be referred to the appropriate standing committee.
4. The standing committee shall respond within 1 working day after their next regularly scheduled meeting.

External Procedure

5. The student must first address complaints via the internal procedures above.
6. If the student remains unsatisfied and believes they have been treated unfairly by the Union, they will be referred to the procedures established by the Code of Practice between the Union and the College, copies of which are available from any Sabbatical Officer or the General Manager.

Section 14 – Disciplinary Procedures

1. The General Manager will convene a disciplinary hearing, within 10 working days where possible, following a report of behaviour that might be subject to disciplinary action.
2. In extraordinary cases an emergency meeting of the Union Sabbatical Officers may be called.
3. Pending the disciplinary hearing any or all of the student's privileges as a member of the Union may be suspended by the Union Sabbatical Officers.
4. Alleged offences will normally be handled by Summary Disciplinary procedures; where the alleged offence is of a serious nature, the Sabbatical Officers may request that the matter be handled by panel procedures.
5. The Union General Manager will inform the defendant in writing as to the handling of the case. At least 5 working days' notice shall be given for the hearing from the time the letter is sent. The letter will state:
 - a. The nature of the charges brought.
 - b. The disciplinary procedure currently accepted by Union Council.
 - c. The availability of the General Manager to advise on procedures.
 - d. The opportunity for the defendant to bring a friend.
 - e. The opportunity of the defendant to bring a witness.
6. If the student fails to respond to the initial correspondence before the hearing, or does not attend the hearing, then a further written notice will be sent. The suspension will remain in force until the disciplinary process is concluded.

Summary Hearing Procedure

7. At least two Union Sabbatical Officers shall hear summary hearings. Union Sabbatical Officers who are witnesses shall remain absent from summary hearings to ensure they are available in the event of an appeal.
8. The hearing shall be in private, although the defendant may be accompanied by a friend who does not have speaking rights at the hearing.
9. The Union Officers or the defendant may call witnesses as appropriate.
10. The summary hearing shall proceed as follows:
 - a. A Union representative, appointed by the sabbatical officers, will state the charges brought against the defendant.
 - b. The Union representative and defendant shall introduce evidence and witnesses as appropriate.

- c. The witnesses may be questioned by the Union representative and the panel as appropriate.
- d. The disciplinary panel will then adjourn to closed session to determine the action to be taken.
- e. The defendant will be notified orally of the decision taken by the panel and of their right to appeal.
- f. A confidential record shall be kept of the hearings and, for such purposes of the Union; the Union General Manager will be in attendance.
- g. If the Summary Case is found to be proved, the Union Officers shall decide a penalty as per the guidelines for penalties set out in this section of the Byelaws.
- h. A letter detailing the penalty will be sent to the defendant by the General Manager within 3 working days of the hearing.
- i. A record of Summary Cases shall remain in the possession of the General Manager until three years after the student has left the University.
- j. The Union Officers shall report the conclusion of all Summary Cases to the Sabbatical Officers.
- k. The defendant may appeal the Summary Decision at Union Council, as outlined in this section of the Byelaws.
- l. The defendant can at any time request that panel procedures be used.

Disciplinary panel procedure

- 11. The disciplinary panel shall be composed of one Sabbatical Officer and one Non-Sabbatical Officer that have not been involved in the case through hearings or appeals to date, plus three representatives of other Students' Unions.
- 12. The panel shall be chaired by the Union Chair.
- 13. The panel hearing shall be held within 10 working days of the Union Sabbatical Officer's decision to refer to the panel and the defendant shall be notified, in writing, as detailed previously.
- 14. Written statements shall be invited to contribute to the panel hearing and they shall be distributed to the defendant and all panel members as soon as is practical.
- 15. The Union General Manager or their representative shall be the secretary to the panel.
- 16. If the defendant is absent the case shall still be heard by the panel unless an satisfactory reason is given for its delay, as judged by the panel members.
- 17. A written statement may be accepted in place of the presence of a witness if permitted by the panel members.
- 18. During the meeting:

- a. A representative from the Union will state the charges against the defendant, as well as introducing the evidence and witnesses.
 - b. The witnesses may be questioned by the panel and the defendant, as appropriate.
 - c. The defendant may also introduce witnesses and evidence.
 - d. The panel will then adjourn to close the session and determine the action to be taken. The defendant will be notified orally of the decision made and the right of appeal.
19. Following the hearing the General Manager will write to all parties to advise them of the decision taken by the panel. The decision will also be reported at the next meeting of Union Council.
20. The notification of the panel's decision shall include an attachment detailing the appeals procedure.

Penalties

21. Penalties available during the disciplinary panel and summary judgement include:
- a. Oral warning.
 - b. Written warning.
 - c. Withdrawal of one or more privileges of Union membership.
 - d. Public apology from the defendant.
 - e. Payment for damage repair/replacement.
 - f. Another appropriate penalty, such as community service..
22. A combination of the above may be proposed.
23. The panel may also refer the matter to the Dean of Students (Welfare) or the head of the defendants department.
24. The defendant has the right to appeal a summary judgement or Union disciplinary panel decision to the Union Council or to a Members' Meeting.
25. The appeal to the Union Council must be made within 10 working days of receiving the written decision of the disciplinary panel.
26. The appeal must be made in writing to the Chair of Union Council, stating the grounds for appeal.
27. The appeal will be heard at the next meeting of the Union Council.
28. The Union Council, meeting in closed session, will decide whether there are sufficient grounds for appeal. If there are, the meeting shall:
- a. Hear the appellant's case as well as ask questions of them.
 - b. The appeal will not be a repetition of the disciplinary panel and no witnesses shall be called unless there is additional evidence or information.

29. Union Council can choose to:
- a. Uphold the decision of the panel.
 - b. Overturn the decision of the panel and replace it with another sanction.
 - c. Return the case to the panel with instructions about rehearing.
 - d. Rehear the case at a later date as a whole body of Union Council.
30. If the appellant is dissatisfied with the decision made by Union Council, a further appeal may be made to a Union Members' Meeting.
- a. A written notice of appeal must be made to the Democracy and Communications Officer who shall call a Members' Meeting for that purpose.
31. The Emergency Members' Meeting can choose to:
- a. Uphold the decision of Union Council.
 - b. Overturn the decision of Union Council.
32. If any of these procedures are not followed the defendant may refer the matter to the Chair of Union Council for a decision on whether it has prevented the defendant from a fair hearing. If decided that the defendant was denied a fair hearing the disciplinary decision shall be overturned.