

For the purpose of these By-Laws:

- University of Leicester Students' Union shall be referred to as 'Leicester Students' Union.
- The Union Speaker shall be referred to as the Students' Union Chair.
- Management Board shall be referred to as the Strategic Leadership Team
- Student Council shall be referred to as Leicester 100

These By-Laws shall not be interpreted in any way to overrule the Memorandum and Articles of Association.

## **BY-LAWS OF THE UNION**

### **REFERENDA**

1. A Referendum may be called on any issue by a:
  - 1.1 a resolution of the Trustees;
  - 1.2 a majority vote of the Leicester 100; or
  - 1.3 a Secure Petition signed by at least 200 Members.
  
- 2 General
  - 2.1 Subject to Articles of Association, article 45.3, a resolution may only be passed by a Referendum if at least 5% or one thousand, whichever is the greater, of Members cast a vote in the Referendum and a majority of the votes cast are in favour of the resolution.
  - 2.2 All Union Referendums shall be the responsibility of the Independent Returning Officer, this for the avoidance of doubt, can be the same person as who has overall responsibility for Union Elections.
  - 2.3 The Board of Trustees shall appoint a senior staff Member as the Deputy Returning Officer to oversee the operation of Referendums.
  - 2.4 Trustee Board shall agree on the wording of the question, rules, and timetables for the referendum subject to:
    - 2.4.1 At least five working days' notice to Members that the referendum is been held, this period shall include the opportunity for students to join or form campaign teams
    - 2.4.2 There shall be a period of at least seven working days between the submission deadline for referendum materials and their publication.
    - 2.4.3 During this period an independent fact checker (appointed by the Trustee Board) will: -

- 2.4.3.1 Independently review all claims within campaign materials, requesting all source materials
  - 2.4.3.2 Investigate the veracity of source material; working with any relevant third-bodies where the can assist.
  - 2.4.3.3 Highlight to campaign teams where claims may need retracting or clearly presenting as matters of opinion, rather than fact.
  - 2.4.3.4 Campaign team materials will not be published by the Students' Union until they have been approved by the Fact Checker.
  - 2.4.3.5 An appeal is able to be submitted, with regard to a decision by the fact checker; this is required to be submitted in writing to the IRO, the deadline for the submission of an appeal is one hour after the close of voting. The IRO will review all relevant information in coming to a final decision on the matters raised within the appeal; to facilitate the investigation the IRO has the authority to, depending on the timing of the submission of the appeal, delay the publication of the referendum materials and the commencement of the voting period. The decision of the IRO shall be deemed as final.
- 2.4.4 Voting shall commence at least one working day after the publication of the referendum materials.
- 2.4.5 There shall be provisions for each campaign group to receive the opportunity for equal publicity.
- 2.5 Once the rules are approved by the Trustee Board, they will form the basis on which the Referendum shall be run by the Deputy Returning Officer and Independent Returning Officer.

## **MEMBERSHIP**

1. Full membership is given to:
  - 1.1 All registered students at the University of Leicester.
  - 1.2 Executive Officers.
2. Full membership is voluntary and students shall have the right to opt out of Union membership under the provisions of the Education Act 1994 and according to Ordinance XV.
3. Associate membership is given to:
  - 3.1 Past full Members of the Union, staff of the University of Leicester, staff of the Union, and its wholly owned companies, upon the payment of an annual subscription as set by the Board of Trustees.
  - 3.2 Conferences, short course students, exchange students, and English Language students for the duration of their course, conference, or residency in University of Leicester accommodation.

- 3.3 Students whose registration has been suspended.
- 3.4 Students registered with the University Library through the Sconul Scheme.
- 4. Honorary membership can be given as follows:
  - 4.1 Honorary membership can only be conferred on an individual by the Leicester 100 subject to approval by the Board of Trustees.
  - 4.2 Subject to approval by the Trustee Board the Leicester 100 may grant honorary membership to individuals helping the Union or taking on specific roles for the Union, for a period of time to be specified by the Trustee Board.
  - 4.3 Any full Union member may nominate an individual for honorary membership.
- 5. Reciprocal membership is given to those members of other establishments with who a reciprocal agreement is in force.
- 6. Full membership of the Union confers the following privileges:
  - 6.1 To vote in Referendums, and elections, at an Annual Members' meeting as provided for in these By-Laws.
  - 6.2 To attend and speak at meetings of the Union.
  - 6.3 To stand for election for posts within the Union, subject to these By-Laws.
  - 6.4 To stand for election for posts within the University of Leicester, subject to these By-Laws or University as appropriate.
  - 6.5 To take advantage of the Union's facilities.
  - 6.6 To participate in activities arranged by the Union and its affiliated sub-organisations.
  - 6.7 Eligibility for membership of sub-organisations of the Union.
  - 6.8 Eligibility for election for posts within sub-organisations of the Union.
  - 6.9 To become a playing member of the University sports teams upon payment of the relevant subscriptions.
- 7. Associate and Honorary Members shall only have privileges 6.5, 6.6, 6.7 and 6.9

### **ANNUAL MEMBERS' MEETING**

#### 1. Members

##### 1.1 Voting

Full Members of the Union

Non-Voting

Students' Union Chair

Executive Officers

## 2. Quorum

The quorum shall be one hundred and fifty full Members of the Union.

## 3. General

- 3.1 There will be one Annual Members' meeting in an Academic year.
- 3.2 The date of the Annual Members' meeting shall be set by the Executive Committee.
- 3.3 The agenda shall be as follows and could be in the form of a presentation.

Annual Accounts.  
Budget for the forthcoming year.  
Strategic Plan incorporating the Annual Plan.  
Students' Union External Affiliations

- 3.4 All elected Officers/Representatives shall be responsible for publicising the Annual Members' meeting and Student Council.
- 3.5 The minutes of the Annual Members' meeting shall be approved by the Leicester 100.

## **COMMITTEES**

For the purpose of these By-Laws:

- Management Board shall be referred to as the 'Strategic Leadership Team'
- Finance Committee shall be referred to as the 'Finance and Audit Sub Committee'

### 1. General

- 1.1 Standing Committees are empowered to invite any person to their meetings. Such persons may speak at the meeting, at the discretion of the Chair, but cannot vote on any proceedings of the meeting.
- 1.2 The Chair of each Standing Committee shall ensure that all Members receive reasonable notice of meetings.
- 1.3 Standing Committees shall be empowered to form sub-committees, as and when required.
- 1.4 In the absence of the Chair, the Committee shall elect a Chair.
- 1.5 All Standing Committees will be run in accordance with Standing Orders.
- 1.6 All Standing Committees shall be empowered to invite Union staff Members to attend in a non-voting, advisory capacity as they see fit.
- 1.7 The Chair of each Standing Committee will be responsible for ensuring that all Committee Members receive adequate training.

## **Executive Committee**

### 1. Members

Executive Officers

### 2. Quorum

The quorum shall consist of two-thirds of the voting members.

### 3. Terms of Reference

The Executive Committee shall:

- 3.1 Promote the rights of the membership both with the University and in the wider community.
- 3.2 Campaign on those issues that are relevant and important to the membership.
- 3.3 Coordinate the representational functions of the Union, ensuring the views of the membership are heard and understood.
- 3.4 Assume the powers and duties of the Leicester 100 and its other Committees during University vacations.
- 3.5 Should a policy issue of sufficient urgency arise that requires action before the next Leicester 100 meeting and if it is impossible to hold a Leicester 100 meeting, the Executive Committee may make a temporary decision on the issue.
- 3.6 During the first term of each academic year approve a list of all the Union's external affiliations.
- 3.7 The President will be the Chair of the Executive Committee.
- 3.8 Meet at least twice a month.

## **Leicester 100**

### 1. Members

A broadly representative standing panel of students drawn from the student leaders of the Union will form the Leicester 100.

The criteria that define the Leicester 100 representative sample are to be reviewed and agreed upon by the Trustee Board on an annual basis.

Executive Officers will sit as non-voting members

### 2. Quorum

The quorum shall be 75% of the voting Members.

### 3. Terms of Reference

The Leicester 100 shall:

- 3.1 Meet at least three times during an Academic Year.
- 3.2 Hold workshop-style discussions and reviews of potential proposals.
- 3.3 Have the power to recommend approval of proposals for ratification by the Trustee Board.
- 3.4 Be able to make recommendations on the implementation of proposals that have been approved by the Leicester 100.
- 3.5 Have the power to recommend proposals to the Trustee Board for a Referendum.
- 3.6 Be a consultative forum for key developments and issues impacting the student's experience.
- 3.7 Be responsible for reviewing and where appropriate renewing Policies that are due to lapse.
- 3.8 Have the power, through the approval of a relevant proposal, to recommend changes to the By-Laws for approval to the Trustee Board.

#### 4. General

- 4.1 The rights of Members of Leicester 100 and the conduct of the meeting shall be regulated by the Standing Orders within these By-laws.
- 4.2 Four clear days' notice shall be given of any meeting of Leicester 100, except in the case of an emergency meeting.
- 4.3 Meetings of Leicester 100 cannot start until they reach quorum.
- 4.4 If the quorum is successfully challenged, the Chair shall declare the meeting closed forthwith.
- 4.5 A detailed agenda and any relevant minutes and reports to be presented to Leicester 100 shall be emailed to all Members of Leicester 100 and be available on the Union's website by 4 pm, two working days prior to the meeting.
- 4.6 Availability of minutes of any meeting shall be displayed through all appropriate Union advertising methods.
- 4.7 No one can hold more than one voting position on Leicester 100.

#### 5. Emergency Leicester 100

- 5.1 An emergency Leicester 100 meeting will be summoned upon receipt by the Students' Union Chair of a written request signed by at least 75 Members of the Students' Union or by order of the Executive Committee.

#### 5.2 Criteria

- 5.2.1 The matter in question has arisen or has become generally known since the last Leicester 100 meeting.
- 5.2.2 The matter in question is of so urgent a nature that it cannot be referred to the next scheduled Leicester 100 meeting and cannot be referred to a committee.
- 5.2.3 A proposal stating the reason(s) for an Emergency Student Council must be submitted to the Students' Union Chair.

- 5.2.4 The Students' Union Chair will give a ruling as to whether or not the proposal fulfils the aforementioned criteria.
- 5.2.5 An Emergency Leicester 100 meeting cannot deal with any other matter(s).
- 5.2.6 The quorum of an Emergency Leicester 100 meeting shall be 75% of the voting membership.
- 5.2.7 Minutes of the meeting shall be subject to approval by the next ordinary meeting of Leicester 100.

### **Task and Finish Group**

#### 1. Members

Proposer/s or student who submitted idea (where appropriate)  
An Executive Officer or/and Part-Time Officer  
Members from relevant Councils  
Other interested students and leaders from the relevant part of the student community.

#### 2. Quorum

The quorum shall be two Members

#### 3. Terms of Reference:

- 3.1 Set up by a Council or following the approval of a proposal to develop and implement action plans to ensure that an idea or project or campaign is implemented.
- 3.2 Bring Members from across the Councils to work together on collaborative projects and ideas.
- 3.3 Meet as and when required in order to complete the task.
- 3.4 Report to relevant Council and Leicester 100 on progress.
- 3.5 Declare the task complete, after which there will be no more meetings.

#### 4. The Executive Officer/Part-Time Officer shall:

- 4.1 Be the proposer/s main point of contact within the Union.
- 4.2 Offer support and guidance, explaining what is and is not available to the proposer/s.

## **Councils**

### **1. Standing Councils**

Academic Council chaired by the Education Officer  
Liberation Council chaired by Liberation Officer  
Sports Council chaired by Sports and Societies Officer  
Societies Council chaired by Sports and Societies Officer

The Trustee Board may introduce up to two additional Councils with the provisions of additional councils to be reviewed on an annual basis.

### **2. Members**

Membership of each Council shall be agreed upon by the Trustee Board and shall be reviewed on an annual basis.

### **3. Terms of Reference:**

- 3.1 Councils shall meet at least six times during the academic year.
- 3.2 A summary of key activities and actions will be recorded by the Secretary of the Council.
- 3.3 Consider and discuss relevant approved idea submissions.
- 3.4 Coordinating the development of relevant action/implementation plans for idea submissions.
- 3.5 Developing policy ideas where appropriate in conjunction with students, who may have submitted the idea. The Council will present the policies to the Leicester 100, and, then if approved, they will coordinate their implementation.
- 3.6 Coordinate events, campaigns, and relevant projects related to their titled areas.
- 3.7 Have the ability to set up Networks to coordinate activities and campaigns within a specific area of the student experience.
- 3.8 Be empowered to form Task and Finish groups for specific projects or policies, particularly where there is a requirement for collaborative working across the Councils.
- 3.9 Have the ability to invite students, and staff where appropriate to attend the Councils.
- 3.10 Carry out relevant additional responsibilities relevant to their area of responsibility.

## **Networks**

### **1. Members**

- 1.1 Membership of the Network will be agreed by the Council that instigates the setting up of the Network and reviewed on an annual basis
- 1.2 A relevant Part-Time, Executive Officer or Council Member to act as Chair of the Network

## 2. Terms of Reference

- 2.1 Meet as and when required in order to set and oversee relevant activities and campaigns relevant to their area.
- 2.2 Take forward relevant ideas and policies that have been assigned to it via the relevant Council, carrying out the necessary actions in order to ensure that an idea is implemented or/and a proposal is developed.
- 2.3 Be empowered to form Task and Finish groups for specific projects or policies, particularly where there is a requirement for collaborative working across the Councils and/or Networks.
- 2.4 Report to the relevant Council a summary of its activities including details of proposed policies it has developed for approval by the Council prior to presentation to the Leicester 100.
- 2.5 On a yearly basis, the relevant Networks will be reviewed including their membership and whether they should continue or be disbanded.

## Complaints Committee

### 1. Members

Chair of one of the Councils drawn at random.

An Executive Officer (if the complaint is regarding an Executive Officer, a Part-Time Officer will be randomly chosen).

Two randomly selected student leaders from the pool of Student Group Committee Members, School Reps, College Reps, and Course Reps.

### 2. Quorum

The quorum shall be three Members.

### 3. Terms of Reference

- 3.1 The Complaints Committee shall deal with complaints regarding the representative part of a Part-Time and Executive Officer roles. Complaints that are focussed on issues relating to their employment shall be investigated through the relevant HR processes.
- 3.2 Complaints submitted against other volunteer elected positions shall be submitted to [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk) and investigated under the Students' Union Complaint Process.
- 3.3 Complaints shall be submitted to [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk)
- 3.4 Upon receipt of a complaint the Complaints Committee will be formed within five working days.
- 3.5 After a full investigation of the case, the Committee shall be empowered to issue written warnings or present a suitable proposal to Leicester 100 to consider.

- 3.6 The minutes of the Complaints Committee will be presented to the Trustee Board to note.
- 3.7 Members selected at random and not wishing to serve on the Complaints Committee will be replaced by Members who are so willing.
- 3.8 The Council Chair present will be the Chair.
4. Procedure
  - 4.1 The Complaints Committee shall meet within three working days of being formed.
  - 4.2 The Complaints Committee will investigate the complaint, notwithstanding the non-appearance of the reported officer(s) unless an adequate reason for the absence has been given to the Chair.
  - 4.3 The officer(s) against whom the complaint has been made will be given the opportunity to make either a written or verbal statement to the Committee.
  - 4.4 Witnesses may be called by either party or independently by the Committee and such witnesses shall be heard in private.
  - 4.5 The decision of the Complaints Committee will be determined by a simple majority vote. The Committee's decision will be notified to the reported officer (s) in writing.
  - 4.6 No person other than those referred to above and the staff facilitator may be present at any Complaints Committee meeting.
  - 4.7 The investigation of a complaint should be completed whenever possible within three term time weeks (excluding any examination period).

### **Disciplinary Process**

The President shall be responsible for ensuring that the Students' Union has appropriate Disciplinary procedures in place that will enable concerns to be brought forward regarding the conduct of a member of the Students' Union.

### **Disciplinary Code**

1. This disciplinary code shall relate to all classes of Union membership. Complaints against Union staff shall be dealt with by the separate staff disciplinary code.
2. The following actions and types of behaviour shall not be tolerated by the Union on its premises and may constitute an offense in the terms of this Disciplinary Code:
  - i) Wilful damage to Union property (including that held by student groups.
  - ii) Behaviour likely to cause damage to Union property.
  - iii) Physical or verbal intimidation of any Member of the Union, their guests, or of Union staff.

- iv) Any disorderly conduct, which has caused physical injury to any Member of the Union, their guests, or Union staff.

Disorderly conduct, that brings Union into disrepute with the University and/or the wider community.

## **BOARD OF TRUSTEES**

### **Board of Trustees**

#### **1. Members**

President  
Education Officer  
Sports and Societies Officer  
Community and Wellbeing Officer  
Student Trustee  
Five External Trustees

#### **2. Quorum**

The quorum of the Board shall be half plus one and include at least one Officer Trustee, one Student Trustee, and one External Trustee. Where the resolution or issue under discussion concerns a matter in respect of some or all of the Trustees who have a Conflict-of-Interest quorum shall be five.

#### **3. Terms of Reference**

##### **3.1 The Board of Trustees is responsible, subject to the Articles of Association for:**

- 3.1.1 Approving the financial strategy of the organisation.
- 3.1.2 Approving the budget and subvention grant application.
- 3.1.3 Defining and approving essential features with respect to important procedures and financial systems.
- 3.1.4 Defining specific responsibilities placed on Members of the Board, Members of the Strategic Leadership Team, the Chief Executive, and employees as set out in supporting documents.

##### **3.2 Upon the advice of Leicester 100, the Strategic Leadership Team, and other bodies within the Union, the Board of Trustees is responsible for:**

- 3.2.1 Approving the membership and terms of reference of Leicester 100.
- 3.2.2 Approving the role descriptions of the office holders of the Board.

##### **3.3 The Board has the responsibility to the University to ensure:**

- 3.3.1 The governing body of the parent institution is duly satisfied that the financial affairs of the Union have been properly conducted and that the

monitoring of expenditure has been reported to the board in accordance with the Education Act 1994, Part II, 22(g).

- 3.3.2 The governing body of the parent institution is duly satisfied that elections have been conducted in accordance with the Education Act 1994, Part II, 22(e).
  - 3.3.3 A financial report of the Union is published at least every year and made available to the governing body and to all students – the report should include details of donations to external organisations.
- 3.4 The Board has the responsibility to Companies House for ensuring Directors comply with all relevant legislation.
- 3.5 The Board has responsibility to the Charities Commission to ensure
- 3.5.1 The Statements of Recommended Practice (SORP) in reporting activities, income, expenditure, and the financial position in the annual report and accounts are adhered to.
  - 3.5.2 That the charity does not exceed its charitable objectives.

### **Strategic Leadership Team**

1. Members

President (Chair)

Remaining Executive Officers

Senior Members of Union staff as agreed by the Board of Trustees

Other co-opted as agreed by the Board of Trustees

2. Quorum

The quorum shall be two-thirds of the voting Members.

3. Terms of Reference

The Strategic Leadership Team shall be responsible for the coordination of the Union's activity on a day-to-day basis and assist the Chief Executive in the operational management of the Union.

### **Nominations Committee**

1. Members

(To be reviewed annually at the first meeting, this will take place after the Executive Officers commence their term of office.

External Trustee (Chair)

Two Executive Officers  
Nominee of the Registrar and Secretary of the University  
One Member of Leicester 100  
Students' Union Chair

2. Quorum

The quorum shall be three, one of whom shall be an External Trustee.

3. Terms of Reference

3.1 The Nominations Committee will have the delegated authority to:

- 3.1.1 Determine the process of recruitment for External Trustees of the Charity.
- 3.1.2 Make recommendations to the Board of Trustees and Leicester 100 for the appointment of non-Executive Officers Trustees.

3.2 The Committee will advise the Board on:

- 3.2.1 All matters relating to the process for the appointment of Trustees.
- 3.2.2 The appointment of ordinary Student Trustees.

**Finance and Audit Sub Committee**

1. Members

(To be reviewed annually at the first meeting, this will take place after the Executive Officers commence their term of office.

Two Executive Officers  
Two External Trustees (one shall be Chair)

2. Quorum

The quorum shall be three, one of whom shall be an External Trustee.

3. Terms of Reference

3.1 The Finance and Audit Sub Committee of the Board of Trustees will have delegated authority to:

- 3.1.1 Address any significant problem arising from the reports of:
  - 3.1.1.1 The external auditor
  - 3.1.1.2 Any appointed accounting agency

- 3.1.1.3 The Audit Committee of the Board of Governors; or
- 3.1.1.4 Any other matters which the Committee feels ought to be drawn to the attention of the Board.
- 3.1.2 Approve policy on risk management.
- 3.1.3 Approve policy relating to the safeguarding of the Union assets.
- 3.1.4 Approve policy relating to the financial strategy.
- 3.1.5 The establishment and dissolution of subsidiary companies and trusts of the Union.
- 3.1.6 Approve the financial framework and financial standing orders for the Union.
- 3.1.7 Ensure there is an effective internal audit function established by the management that meets standards set by the University and provides appropriate independent assurance to the Finance and Audit Sub Committee, Chief Executive Officer, and the Board.
- 3.1.8 Review and implement systems for financial reporting to the Finance and Audit Sub Committee and the Board, including those of budgetary control, subject to review as to completeness and accuracy of the information provided to the Board.
- 3.1.9 Review the establishment of an effective system of integrated governance, risk management, and internal control, across the whole of the organisation's activities that supports the achievements of the organisation's objectives.
- 3.1.10 Monitor compliance with the FSOs and Financial Framework.
- 3.1.11 Review schedules of debtors/creditors balances over six months old and over £5000, along with explanations and action plans.
- 3.1.12 Review the annual report and financial statements prior to submission to the Board focussing particularly on the:
  - 3.1.12.1 Wording in the documents relating to the Terms of Reference to the Committee.
  - 3.1.12.2 Wording in the documents relating to the Terms of Reference to the Committee.
  - 3.1.12.3 Changes in, and compliance with, accounting practices and policies.
  - 3.1.12.4 Unadjusted mi-statements in the financial statements.
  - 3.1.12.5 Major judgemental areas.
  - 3.1.12.6 Significant adjustments resulting from audit.
- 3.1.13 Reviewing and approving the mechanism and levels of authority of spending.
- 3.2 The Finance and Audit Sub Committee will advise the Board on:
  - 3.2.1 The annual financial statements, including:
    - 3.2.1.1 External audit option
    - 3.2.1.2 Statement of Members' Responsibilities
    - 3.2.1.3 Statement of Corporate Governance and

- 3.2.1.4 Effectiveness of internal controls.
- 3.2.2 The medium-term financial forecast and the annual financial plan (estimate of income and expenditure).
- 3.2.3 The appointment, remuneration, performance, resignation, and dismissal of the external auditors.
- 3.2.4 The application and policies relating to reserves.
- 3.2.5 The creation, monitoring, and management of any subsidiary companies wholly owned by the Union.
- 3.2.6 Policies relating to pensions and retirement benefits.
- 3.2.7 Financial issues arising from the annual financial statements.
- 3.2.8 The business plan of and cyclical formulation of the subvention grant of the Union.
- 3.2.9 Monitor and evaluate the overall financial performance of the Union.
- 3.2.10 Ensure that the Union remains within the annual financial plan approved by the Board of Trustees.
- 3.2.11 Ensure that an effective framework for financial management is in place.
- 3.2.12 Ensure that there are effective procedures in place for procurement and approval of contracts.
- 3.2.13 Determine and review the Union's commercial services strategy.
- 3.2.14 Address the financial health and solvency of the Union.
- 3.2.15 The establishment and dissolution of subsidiary companies and trusts of the Union.
- 3.2.16 Be the Board of Directors for the University of Leicester Students' Union Trading Limited.

## **Remuneration and HR Committee**

1. Members  
(To be reviewed annually at the first meeting, this will take place after the Executive Officers commence their term of office.  
  
Chair of the Board  
Student Trustee  
Two External Trustees
2. Quorum  
  
The quorum shall be three.
3. Terms of Reference
  - 3.1 The Remuneration and HR Committee of the Board of Trustees will have delegated authority to:
    - 3.1.1 Approve strategy and policy in relation to diversity and equality of opportunity in employment.

- 3.1.2 Approve the health, safety, and wellbeing policy of the Union.
- 3.1.3 Monitor and evaluate the implementation of strategies and policies in respect of employment and staffing, diversity and equality of opportunity in employment and safety, health and wellbeing.
- 3.1.4 Approve the implementation and review of a system of staff development.
- 3.1.5 Approve policy relating to the health absence and sickness reporting procedures of the Union.

3.2 The Committee will advise the Board on:

- 3.2.1 The detailed procedures for the appointment, assignment, grading, appraisal, discipline, suspension, and dismissal of staff.
- 3.2.2 Approve the framework for the pay, pensions, and conditions of staff.
- 3.2.3 Monitoring compliance against legislation.
- 3.2.4 The remuneration package of the Chief Executive Officer.
- 3.2.5 The process of appointment, appraisal, discipline, suspension, and dismissal of the Chief Executive Officer.
- 3.2.6 The employment and staffing strategy and policy.
- 3.2.7 The process for the appraisal and monitoring of the Executive Officers performance.
- 3.2.8 The remuneration package of the Executive Officers.

**Risk Management Sub Committee**

1. Members

(To be reviewed annually at the first meeting, this will take place after the Executive Officers commence their term of office.

Two Executive Officers  
Two External Trustees (one shall be Chair)

2. Quorum

The quorum shall be three, one of whom shall be an External Trustee

3 Terms of Reference

3.1 The Risk Management Sub Committee of the Board of Trustees will have the delegated authority to:

- 3.1.1 To monitor health, safety, environment, building maintenance, and refurbishments in accordance with the Union and/or University's policies, procedures, and regulations.
- 3.1.2 To monitor information management protocols, ensuring regulatory compliance and discharge of ICO.

- 3.1.3 To review health, safety, environmental, and building maintenance systems, policies, and procedures.
- 3.1.4 To set and monitor health, safety, environment, and building maintenance business objectives.
- 3.1.5 To act as the Steering group for major building refurbishments
- 3.1.6 To monitor the organisations' safeguarding policies and practices
- 3.1.7 To monitor regulatory compliance with the Charity Commission and Office for Students.
- 3.1.8 To proactively manage the Union's Risk Register.
- 3.1.9 To offer objective advice on issues concerning the risk, control, and governance of the organisation and associated assurances provided by internal and external audits and other processes.
- 3.1.10 To oversee the production of the annual report and governance statement.
- 3.1.11 To monitor the adequacy of the organisation's assurance processes and how governance arrangements support the achievement of organisational strategy and objectives.

## **Appeals Panel**

Upon receipt of an appeal from a removed Officer Trustee or Members who have had their membership terminated, the Chief Executive Officer will form an Appeals Panel within fourteen days of receipt of an Appeal.

### **1. Membership**

Nominee of the University of Leicester (Chair)  
 One full Member, not an Officer Trustee or a Member of Leicester 100  
 Chief Executive Officer/General Manager of another institution.

### **2. Quorum**

The quorum shall be three Members.

### **3. Procedure**

3.1 At such an appeal the appellant may be accompanied by a representative and may be present to hear all statements and evidence unless there is a need to protect a witness.

#### **3.2 The appellant:**

3.2.1 May submit relevant documentation upon which it is intended to rely, not later than three working days before the scheduled appeal.

3.2.2 Shall receive not later than three days before the date of the appeal details of the composition of the panel and of the time and place at which the appeal will take place.

- 3.2.3 May give evidence personally and may call and examine/cross-examine witnesses unless there is a need to protect witnesses.
- 3.2.4 Be accompanied by a colleague and be present to listen to all statements and evidence.
- 3.3 The panel shall conduct its business in a reasonable, fair, and just way, and panel Members may question the parties and witnesses.
- 3.4 The appellant shall not be present while the panel considers its findings and reaches a decision. The panel may recall the appellant to clear points of uncertainty on evidence already given.
- 3.5 The panel shall prepare a brief report giving the final decision and the reasoning leading to that decision. A copy of this report will be forwarded to the appellant.

## **OFFICERS**

### **Executive Officers (Officer Trustees)**

A Trustee of the Charity and a Director as required:

#### 1. General

- 1.1 All Executive Officers have a responsibility to ensure under-represented groups are represented in each of their assigned remits, as well as within the University community, ensuring their student experience is exceptional and advocating any issues that may be important to that group:

- 1.1.1 Postgraduate
- 1.1.2 Distance Learner
- 1.1.3 Part Time

- 1.2 Oversee and develop the Union's representational and democratic structures and systems to ensure as wide as possible student involvement.
- 1.3 Monitor and propose the provision of equal opportunities to students, promote and campaign for equal opportunities within the Union and the wider community.

#### 2. Representation

- 2.1 To be representatives of student views to the University and to external bodies.
- 2.2 To regularly talk and listen to the entire membership of the Union.
- 2.3 To complete the engagement circle by ensuring all activity and outcomes are fed back to the membership of the Union.
- 2.4 To be responsible for communication of the work of the Executive team to the entire membership of the Union.
- 2.5 To take collective responsibility of the Officer team.
- 2.6 To show an active engagement in all activities of other Officers/Representatives.

- 2.7 To promote and abide by the Union's motto of "an empowering, innovative, and inclusive student-led Union".
- 2.8 To have an active involvement in the yearly calendar of events by the Union.
- 2.9 To work alongside Union staff to ensure an empowering, innovative, and inclusive student-led Union for the benefit of students and to deliver the Union's charitable objectives.
- 2.10 To maintain and promote Union policies.
- 2.11 To monitor key issues and problems affecting the student population and ensure the Union is acting on these.
- 2.12 To ensure that the Union enhances the student experience and effects real change in students' lives via effective representation and campaigning.

### 3. Trustee

- 3.1 To act as Trustees of the Union, ensuring that all of its services are relevant with positive effects on students.
- 3.2 To abide by the Trustees' Code of Conduct.
- 3.3 To abide by the laws of the United Kingdom and by the Union's Constitution.
- 3.4 To promote the purpose, vision, aims, and objectives of the Union.
- 3.5 To actively commit to reducing the environmental impact of the Union, whilst highlighting the best ethical practice.
- 3.6 To carry out all duties with due regard to Health and Safety, Customer Care, and Equal Opportunities Policies.
- 3.7 To be Directors of the Union and other appropriate subsidiary companies (where eligible in company law), having legal responsibility for its services.

### **President**

- 1. To be the primary representative of University of Leicester students.
- 2. To oversee Union campaigns, working closely with other Officers/ Representatives and staff to maximise impact.
- 3. To line manage the Chief Executive Officer and thus the objectives of the Union staff team.
- 4. To act as the Deputy Chair of the Board of Trustees.
- 5. To take the lead on, and regularly review the representational and democratic structures within the Union
- 6. To chair Executive Committee meetings.
- 7. To co-ordinate the strategy of the Union, ensuring regular reviews of both the strategy and actions.
- 8. To be the spokesperson to all external bodies and to act as the Lead Officer for all public relations and press releases.
- 9. To be the primary contact for the National Union of Students and act as the lead delegate for the National Union of Students' Conference.
- 10. To coordinate and provide oversight of all services provided by the Union.
- 11. To lead and coordinate the activities of all other Executive and Part-Time Officers.
- 12. To oversee the organisation of Freshers' fortnight.

### **Education Officer**

1. To be the primary Union representative and point of contact on all academic and educational issues to ensure students get the highest quality teaching, assessment, and feedback.
2. To coordinate and develop the course representative system, including College and Department Representatives.
3. To oversee and develop the Union's educational services and policies and ensure that the relevant activities are undertaken to help improve the quality of education provided to students by the University.
4. To oversee the progress and development of the personal tutor system, including training and resources, and updating signposting documents alongside the Community and Wellbeing Officer.
5. To chair the Education Council.
6. To liaise with Union Support Services on academic policy matters.
7. To be the primary student representative on academic quality assurance: programme approval panels, periodic development reviews, etc.
8. To be responsible for the Superstar Award.

### **Sports and Societies Officer**

1. To represent students for all sporting, arts, and student group activity at the University of Leicester and external bodies.
2. To support and develop various student groups and sports clubs, enhancing the quality of their experience, helping them achieve their full potential, and improving student engagement for all students.
3. To work to ensure barriers to participation in University sport are addressed, and that the University of Leicester and the Union offer an inclusive and accessible sporting environment as per Sport and Active Life's mission.
4. To oversee Student Welcome, including projects such as Freshers'/Refreshers' Fair and Give it a Go/Trails week.
5. To act as co-host of the Annual Sports Awards and the other SU awards.
6. To lead on Varsity, working with Sports and Active Life and DMU Sport.
7. To chair and lead the Sports and Societies Council(s).
8. To ensure Sport and Societies related Council(s) publicise the process of rectifying student groups and the allocation of grant funding.
9. To work alongside Sports and Active Life to enhance and improve the current sporting provision within the Union and the University of Leicester, including, but not limited to Let's Do Leicester, campus league sport, gym, recreational sport, and other exercise-based activities.
10. To sit on the Sports Governance Board, Chair the Sports Advisory Group, and contribute to the development of the strategic direction of sport within the University of Leicester.
11. To work alongside the Attenborough Arts Centre to ensure student arts are not only visible but supported on campus, including, but not limited to: creative workshops, creative courses, performance spaces, and other arts-related activities.

12. To sit on the Attenborough Arts Advisory Board and contribute to the development of arts and culture on campus.
13. To be the principal point of contact between the Students' Union and Sports and Active Life.
14. To be the principal point of contact between the Students' Union and the Attenborough Arts Centre.

### **Community and Wellbeing Officer**

1. To represent student views on matters affecting their wellbeing in the University locally and nationally, ensuring the welfare, safety, and wellbeing of all students at the University of Leicester are protected.
2. To represent student views on Sustainability on campus and to develop student engagement with sustainability.
3. To actively support student volunteering, fundraising, and other community projects on campus.
4. To lead the Students Union on social wellbeing issues for students such as student housing, financial hardship, and community kitchens.
5. To sit on the University Botanic Gardens Board and to work with the University to ensure student engagement with the gardens is supported.
6. To conduct employability-related campaigns to develop the transferable skills of students and to improve employability provisions on campus
7. To be responsible for coordinating the environmental sustainability strategy of the Students' Union
8. To work with the Students' Union Activities Team to develop student volunteering and fundraising.
9. To work with the Students' Union Advice Team to develop their student support provisions.
10. To be the principal point of contact between the Students' Union and the University of Leicester Support Services.
11. To be the principal point of contact between the Students' Union and the Sustainability Team.
12. To chair the Sustainability Network.
13. To be the principal point of contact between the Students' Union and the Careers and Employability Team.

### **Liberation Officer**

1. To be the primary Union representative and point of contact on all matters relating to liberation, providing full-time leadership on the five specified NUS liberation campaigns (Women, LGBT+. Trans, BAME, and disabled students).
2. To work with the elected Part Time Officers acting as lead representative for the sections and liberation campaigns.
3. To work with faith societies to ensure that their needs are fully catered for by the University.
4. To coordinate and organise the running of events and campaigns in relation to liberation including Pride, LGBT+ History Month Black History Month,

- Islamophobia Awareness Month, International Women's Day, and International Day for Persons with Disabilities.
5. To be responsible for widening participation activities of the Union and be the point of contact for the University.
  6. To sit on the University's Equality Diversity and Inclusion Committee, the University of Sanctuary steering group, and any other relevant committees.
  7. Work with the Union's Liberation Part-Time Officers.
  8. To chair the Liberation Council.
  9. Work in collaboration with the:
    - i. Sports and Societies Officer in promoting and monitoring liberation within sports and student groups.
    - ii. Community and Wellbeing Officer to identify areas for attention relating to liberation, tackling hate crime and discrimination and running campaigns and events where relevant.
    - iii. Education Officer and President on projects and campaigns such as Decolonising the Curriculum, Gender Pay Gap, and tackling the BAME Awarding Gap.
  10. To refer students to appropriate internal or external bodies to help resolve their issues. They shall not take on casework for which they are not qualified.
  11. Liaise with the appropriate Members of University staff in the library, central services, and elsewhere to ensure that Union policy and campaigns are progressed.

### **Part-Time Officers**

A Part-Time Officer shall: -

1. Be a representative of student views to the University and to external bodies.
2. Support the Union on priority campaigns.
3. Regularly talk and listen to the specific demographics of membership of the Leicester Students' Union.
4. Complete the engagement circle by ensuring all activity and outcomes are fed back to the membership of the Union.
5. Be responsible for communication of the Executive Officers to the membership of the Union.
6. Act collectively whilst taking collective responsibility as a Part-Time Officer.
7. Show an active engagement in all activities of Officers/Representatives.
8. Work alongside Union staff to ensure an empowering, innovative, and inclusive student-led Union for the benefit of students and to deliver the Union's charitable objectives.
9. Maintain and promote Union policies.
10. Attend relevant Council meetings and regular Part-Time Officer Team meetings.

### **Ethnic Equality Officer**

1. Be a Liberation Officer of Leicester Students' Union and represent the needs and opinions of Black, Asian, and ethnically diverse students to the Executive and to the University where necessary.
2. Be the key point of contact for Black, Asian, and ethnically diverse students within the Union and provide them with information, advice and about discrimination and racism, and campaigns against racism and under-representation.
3. Be a delegate for relevant NUS Conferences such as the Liberation Conference ensuring that the Union fully engages in the democratic processes, e.g., submitting motions.
4. Run appropriate campaigns specific to Black, Asian, and ethnically diverse students.
5. Coordinate with the University where applicable.
6. Hold regular forums, online and/or offline, to gather the opinions of Black, Asian, and ethnically diverse students.
7. To sit on the Liberation Council.

### **Accessibility Officer**

1. Be a Liberation Officer of the Leicester Students' Union and represent the needs and opinions of relevant students to the Executive and to the University where necessary.
2. Be the key point of contact for students with accessibility needs within the Union and provide them with information, advice, and referrals where necessary.
3. Scrutinise both the Union's and the University's equal opportunities policies to ensure they protect the rights of, and promote the involvement of disabled students, ensuring that the equal opportunities policy is properly implemented at all times.
4. Work with the Executive in producing materials and resources to inform and educate all students about the nature of discrimination against people with disabilities.
5. Work to ensure that the Union is accessible to all Disabled students and lobby the institution to fight for access for all.
6. Be a delegate for relevant NUS Conferences such as the Liberation Conference ensuring that the Union fully engages in the democratic processes, e.g., submitting motions.
7. Run campaigns appropriate to those students with accessibility needs.
8. Coordinate with the University where applicable.
9. To sit on the Liberation Council.

### **Distance Learner Officer**

1. Represent the interests of all Distance Learner students.
2. Encourage the engagement of all Distance Learner students with the Leicester Students' Union.
3. Coordinate campaigns for Distance Learner students' views.

4. Regularly talk and listen to Distance Learner students of the University of Leicester.
5. Complete the engagement circle by ensuring all activities and outcomes are fed back to Distance Learner students.
6. Be responsible for communication with Distance Learner students.
7. Maintain and promote Union policies to Distance Learner students.
8. To attend Academic Council meetings.

### **International Officer**

1. Represent the interests of all International students and support their integration into University life and into Leicester.
2. Encourage the engagement of International students with the Leicester Students' Union.
3. Coordinate campaigns for International students' views.
4. To regularly talk and listen to International students of the University of Leicester.
5. Complete the engagement circle by ensuring all activities and outcomes are fed back to International students.
6. Be responsible for communication with International students.
7. Maintain and promote Union policies to International students.
8. To attend Academic Council meetings.

### **LGBT+ Officer**

1. Be a Liberation Officer of Leicester Students' Union and represent the needs and opinions of LGBT students to the Executive and to the University where necessary.
2. Be the key point of contact for LGBT students within the Union and provide them with information, advice, and referrals where necessary.
3. Coordinate with the LGBTQ+ Society and attend their events whenever necessary.
4. Scrutinise both the Union's and the University's equal opportunities policies to ensure that they protect the rights of, and promote the involvement of, LGBT students, ensuring that the equal opportunities policy is properly implemented at all times.
5. Work with the Executive in producing materials and resources to inform and educate all students about LGBT students' issues, particularly those surrounding discrimination; campaign on a local level against discrimination.
6. Work with relevant external organisations such as NUS on LGBT Campaigns.
7. Be a delegate for relevant NUS Conferences such as the Liberation Conference ensuring that the Union fully engages in the democratic processes, e.g., submitting motions.
8. Run appropriate campaigns specific to LGBT students.
9. Coordinate with the University where applicable, for instance, the University's LGBT network.

10. Hold regular forums, online and/or offline, to gather the opinions of LGBT students.
11. To sit on the Liberation Council.

#### **Mature and Part-Time Students' Officer**

1. Represent the interests of all Mature and Part-Time students.
2. Encourage the engagement of all Mature and Part-Time students with the Leicester Students' Union.
3. Coordinate campaigns for Mature and Part-Time students' views.
4. Regularly talk and listen to Mature and Part-Time students of the University of Leicester.
5. Complete the engagement circle by ensuring all activities and outcomes are fed back to Mature and Part-Time students.
6. Be responsible for communication with Mature and Part-Time students.
7. Maintain and promote Union policies to Mature and Part-Time students.

#### **Postgraduate Officer**

1. Represent the interests of all Postgraduate students.
2. Encourage the engagement of all Postgraduate students with the Leicester Students' Union.
3. Coordinate campaigns for Postgraduate students' views.
4. Regularly talk and listen to Postgraduate students of the University of Leicester.
5. Complete the engagement circle by ensuring all activity and outcomes are fed back to Postgraduate students.
6. Be responsible for communication with Postgraduate students.
7. Maintain and promote Union policies to Postgraduate students.
8. To attend Academic Council meetings.

#### **Trans and Non-Binary Officer**

1. Be a Liberation Officer of Leicester Students' Union and represent the needs and opinions of Trans and Non-Binary students to the Executive and to the University where necessary.
2. Be the key point of contact for Trans and Non-Binary students within the Union and provide them with information, advice, and referrals where necessary.
3. Coordinate with the LGBT+ Society and attend their events whenever necessary.
4. Scrutinise both the Union's and the University's equal opportunities policies to ensure that they protect the rights of, and promote the involvement of, Trans and Non-Binary students, ensuring that the equal opportunities policy is properly implemented at all times.
5. Work with the Executive in producing materials and resources to inform and educate all students about Trans and Non-Binary students' issues, particularly those surrounding discrimination; campaign on a local level against discrimination.
6. Work with relevant external organisations such as NUS on campaigns.

7. Be a delegate for relevant NUS Conferences such as the Liberation Conference ensuring that the Union fully engages in the democratic processes, e.g., submitting motions.
8. Run appropriate campaigns specific to Trans and Non-Binary students.
9. Coordinate with the University where applicable, for instance, the University's Trans network.
10. Hold regular forums, online and/or offline, to gather the opinions of Trans students.
11. To sit on the Liberation Council.

### **Women's Officer**

1. Be a Liberation Officer of the Leicester Students' Union and represent the needs and opinions of Women students to the Executive and to the University where necessary.
2. Be the key point of contact for Women within the Union and provide them with information, advice, and referrals where necessary.
3. Scrutinise both the Union's and the University's equal opportunities policies to ensure they protect the rights of, and promote the involvement of women, ensuring that the equal opportunities policy is properly implemented at all times.
4. Work with the Executive in producing materials and resources to inform and educate all students about the nature of discrimination against Women.
5. Work with relevant external organisations such as NUS, trade unions, and relevant women's organisations.
6. Be a delegate for relevant NUS Conferences such as the Liberation Conference ensuring that the Union fully engages in the democratic processes, e.g., submitting motions.
7. Run appropriate campaigns specific to Women students.
8. Coordinate with the University where applicable.
9. Hold regular forums, online and/or offline, to gather the opinions of Women students.
10. To sit on the Liberation Council.

### **Sustainability Officer**

1. Provide a platform in the Students' Union for students to raise issues and ideas around sustainability.
2. Conduct campaigns to lobby, promote, and enhance sustainability within the Students' Union as well as coordinate with the University where appropriate.
3. Encourage students to engage with sustainability within the Leicester Students' Union.
4. Be responsible for communication with students on matters concerning sustainability.
5. Maintain and promote Union policies around sustainability to students.
6. Support student groups related to sustainability in achieving campaigns and projects.

7. Support the Sports and Activities Officer by liaising with them on feedback from students on sustainability.
8. Represent students by consulting, discussing, and bringing ideas to Councils and where appropriate, policies to the Leicester 100.
9. Attend Sustainability Network meetings.

### **Students' Union Chair**

The Students Union Chair shall:

1. Chair all meetings of Leicester 100, and the Annual Members' meeting according to Standing Orders.
2. Cede the Chair to the Deputy Chair, who will be a Council Chair, when a conflict of interest arises including during any debate about elections where the Chair is running.
3. Chair the election debates for Officer Trustee elections. Where the Chair is standing in the election, arrange for a chair of a Council or a Senior staff member of the Students' Union to Chair election debates.
4. Ensure that debates are conducted fairly in accordance with Standing Orders and, where appropriate, allow Members sufficient opportunity to speak on the topic debated.
5. Be Impartial in all Union elections, apart from those in which they are running.

### **MEDIA GROUPS**

1. Leicester Students' Union shall have three media groups consisting of a:
  - 1.1 Student publication.
  - 1.2 Radio station.
  - 1.3 Television station.

The Media Groups shall:

- 2.1 Remain neutral in all elections and matters concerning party politics, as well as being balanced when reporting Union politics. Including Union policies, Leicester 100, Referendum, and political decisions.
- 2.2 Only Executive Officers can request output to be changed or removed, and the number of these requests must be published and made public at each session of Leicester 100.
- 2.3 Produce a constitution that will be approved by the Unions' Executive Committee, any constitutional changes shall also be subject to the approval of the Union's Executive Committee.
- 2.4 Be accountable to Leicester 100 for their output and overall performance.
- 2.5 Be treated as a Union department and therefore abide by the Union's Financial Regulations.
- 2.6 Abide by all relevant Union policies and actively contribute where possible in Union-led campaigns and other activities.

## **CONFIDENTIAL LISTENING SERVICE**

There will be a service within the Leicester Students' Union that shall provide a confidential listening and support service to all students free of charge.

## **FINANCE**

1. All matters of finance shall be administered by the Finance and Audit Sub Committee in accordance with Ordinance XV and all other University Regulations concerning Leicester Students' Union and the Memorandum and Articles of Association.

## **UNION POLICY**

1. The Union's policy is contained in the resolutions of Referenda, Annual Members' Meeting, General Meeting, Leicester 100, and the Executive Committee.
2. Once a policy resolution has been carried, it shall remain in force for the remainder of the year in which it was carried and for three full years thereafter.
3. Policy to appoint Honorary Vice Presidents shall not lapse and can only be overturned by a proposal to Leicester 100.
4. In addition, a list giving the title and a brief description of each resolution shall be available from the Student Voice department and on the Union's website.
5. The agenda of the first Leicester 100 meeting of the academic shall include an item which shall be entitled "Policy Lapse" attached to the agenda. The Students' Union Chair shall make a brief statement explaining the process of policy lapse and renewal.
6. Within a week of this meeting taking place, a notice shall be published informing the membership of the Union that at the second Leicester 100 meeting all Union Policy which is in its fourth year of validity shall be placed before the meeting for renewal, unless it is renewed this policy shall lapse.
7. Any full Member wishing to object to any item of policy lapse shall submit their objection in writing to the Student Voice department at least three working days before the meeting.
8. Any policy lapse to which there is no objection shall automatically lapse.
9. Any policy lapse to which there is an objection shall be debated according to Standing Orders and then the matter shall be put to the vote. If there is a two-thirds majority of Members of the Leicester 100 voting positively for renewal, then the resolution shall be declared renewed and be valid for a further three years, including the year in which it was renewed.
10. The Trustee Board shall be responsible for the Union's policy files and for the execution of the annual process of policy lapse.
11. A list giving the title and a brief description of each resolution shall be:
  - 11.1 Distributed with the By-Laws.
  - 11.2 Be available on the Union's website which will include:

- 11.2.1 The policy renewal date (date it shall lapse)
  - 11.2.2 A direct link to the full policy
  - 11.2.3 An indication if the policy is enforced or if action is required to enforce the policy, this to be overseen by the Trustee Board
- 11.3 This list shall be updated at the end of each academic year.
  - 11.4 The Executive Committee is responsible for communicating the policies and the relevant actions taken, to the general student body.
  - 12. Any updates to Union policy shall be displayed on the Union's website.

## **STUDENT GROUPS**

1. A student group of the Union is a group of Members of the Union whose aims and objectives are recognised as being in accordance with the Union Societies and Team Leicester Resource Centre requirements by providing something new for the student community.
2. The Union will provide and investigate ways to continually improve training provided to group Committee Members, and ensure that appropriate staff support is available.
3. Any group, that is deemed to have disaffiliated from Leicester Students' Union and seeks re-affiliation, will be expected to follow the rules for affiliation of new student groups.
4. Student Group elections
  - 4.1 These elections shall be held during the spring term under the election framework produced by Societies and Sports Councils unless a specific exemption has been passed by the Executive Committee.
  - 4.2 The newly elected Committee Members must complete the relevant documents which must be submitted to the Opportunities and/or Sports and Active Life team. Failure to submit a signatory list and the relevant documents will result in the disaffiliation of the student group.
  - 4.3 The results of elections including any problems should be reported to the subsequent meeting of either the Society or Sports Council.
  - 4.4 Society or Sports Council shall be the final arbitrator for student group elections and will investigate related complaints.
  - 4.5 Failure to abide by the ruling of the Society or Sports Council will be reported to the Executive Committee which will have the authority to freeze support to the student groups concerned.
  - 4.6 Once the ruling has been met, support will resume.
  - 4.7 All student groups are bound by the Code of Conduct, which will be reviewed annually by the Activities Officer. The sanctions in the Code of Conduct will be upheld by the relevant person(s).
5. Use of Union Logo

Student groups that are officially affiliated with the Union shall adhere to branding guidelines which include the use of the Union's logo.

## 6. Allocation of Grants

- 7.1 Groups will be assessed against set criteria of quality outcomes, this process to be led by the Societies Committee.
- 6.2 Meeting the set criteria to an exceptional standard will enable student groups to receive outcome-based support.
- 6.3 On receiving outcome-based support, student groups are obliged to fulfil the agreed objectives. Failure to meet these standards following being granted support will have implications for the groups' ability to receive further support.
- 6.4 Groups also have an opportunity to gain a quality benchmark (such as STARS) set by Union Societies and Team Leicester Resource Centre, to enable student groups to continuously develop irrespective of the support they receive.

## 7. Suspension of financial support

- 7.1 The Sports and Activities Officer may, after a full investigation, suspend any support given by the Union to any affiliated group on evidence of one or more of the following:
  - 7.1.2 Financial mismanagement.
  - 7.1.3 Contravention of the Union's By-Laws or policies or any rule or policy made there under.
  - 7.1.4 Illegal activities.
  - 7.1.5 Contravention of the group's own constitution as held by the Executive Committee.
  - 7.1.6 Contravention of the Code of Conduct.

- 7.2 A group shall have the right to appeal against any suspension of support. The appeals procedure shall be a written submission to the Executive Committee.

## 8. Membership of student groups

- 8.1 Full membership of all student groups shall be open to all Members of the Union.
- 8.2 Associate Members as defined in these By-Laws, shall enjoy membership privileges of affiliated student groups. They shall not be eligible to stand in elections nor have voting rights.
- 8.3 The Committees of the student groups shall have such powers as may be prescribed in their own constitutions, functional when ratified by the Activities Officer.

## **UNION ELECTIONS**

1. Elections and by-elections for the following posts are the responsibility of Leicester Students' Union.
  - 1.1 Executive Officers and Part-Time Officers (if required)
  - 1.2 NUS National Reps (if required)
  - 1.3 Referenda
2. Responsibility for Elections
  - 2.1 All Union elections shall be the responsibility of the Independent Returning Officer who shall not be a student or staff member of the Union. The Independent Returning Officer shall be approved by the Trustee Board for the duration of the elections.
  - 2.2 The Board of Trustees shall appoint a senior staff member as the Deputy Returning Officer for all Union elections.
  - 2.3 The conduct of all Union elections shall be subject to inspection by a person appointed by the University Council, who shall be satisfied that the elections have been conducted fairly.
  - 2.4 Trustee Board shall approve the rules for all Union elections which will be the basis on which the Independent Returning Officer will run and facilitate the election.
  - 2.5 Trustee Board shall be responsible for the running of all cross-campus referenda.
3. Executive Officers, Executive Officers elect, and Student Trustee.
  - 3.1 None may support a candidate in any Union election
  - 3.2 No student may stand for or hold more than one Executive Officer or Part Time Officer position at a time.
  - 3.3 The above may be partial in the conduct of Referenda provided that they have declared an interest to the Students' Union Chair.
4. Notification of Elections

There shall be at least ten Clear Days' notice prior to nominations for Executive Officer elections, at least five working days' notice prior to nominations for other scheduled elections, and at least one working days' notice prior to any by-election.

5. Nominations
  - 5.1 Any full member of the Union shall be eligible to stand in a Union election subject to restrictions as laid out in these By-Laws, except for the Liberation Officer Executive Officer and Part Time Officers who are required to self-define within the relevant category.

- 5.2 Full members of the Union who are pursuing a year of study abroad at the time of elections or Distance Learners may seek assistance in the election process from the Deputy Returning Officer.
- 5.3 Full Members of the Union who are pursuing a year of study abroad at the time of elections or Distance Learners may seek assistance in the election process from the Election Staff team.
- 5.4 The method of nomination for all positions in the Union, apart from those elected at meetings, shall be through the completion of an online nomination form.
- 5.5 The nomination form shall require the following:
  - 5.5.1 Name, mobile telephone number, student number, and email address of the person nominated.
- 5.6 All elections and elections conducted by the Union shall contain "Re-open Nominations" (RON) on the ballot paper.
6. Election Debates
  - 6.1 Election debates shall be held at the discretion of the Trustee Board with the timings, location, and format set by the Board.
  - 6.2 Either the Students' Union Chair, a senior staff member, or an Executive Officer shall Chair the election debates.
7. Manifestos
  - 7.1 All candidates standing in Union elections shall be required to complete and submit a manifesto to the Deputy Returning Officer for publication online. Failure to do so may, at the discretion of the Independent Returning Officer, result in disqualification.
  - 7.2 For the Executive Officer, Part Time Officer elections, and by-elections, a manifesto handbook shall be produced under the supervision of the Deputy Returning Officer. Candidates are required to submit in writing to the Deputy Returning Officer, a manifesto as specified by Trustee Board. Failure to do so may, at the discretion of the Independent Returning Officer, result in disqualification.
  - 7.3 All candidates shall receive an equal amount of space in the manifesto booklet.
8. Campaigning
  - 8.1 Campaigning shall commence at a time specified within the Election Rules.
  - 8.2 All Union media are required to remain neutral in all Union elections.
  - 8.3 Campaigning to influence voters when they are in the process of voting or campaigning that is deemed as pressurising students to vote against their will, may, at the discretion of the Independent Returning Officer, result in disqualification.

## 9. Publicity

- 9.1 Candidates' election publicity shall be subject to the Union's publicity rules.
- 9.2 Any candidate caught defacing; removing or destroying another candidate's correctly displayed publicity may, at the discretion of the Independent Returning Officer, result in disqualification. Any person caught defacing, removing, or destroying correctly displayed publicity in support of a cause in a referenda, shall be reported via the Union's Complaints Process by the Independent Returning Officer.

## 10. Budget for Campaign

- 10.1 Each candidate will have a limited budget and must, before noon on the final voting day, hand in all expenses (with receipts) to the Deputy Returning Officer.
- 10.2 No candidate in any election or by-election shall be supported financially by any club, student group, internal or external.
- 10.3 Candidates will be able to request the refund of election expenses on at least two occasions during the election period, if a candidate is experiencing financial difficulty, then further provisions can be made at the discretion of the Deputy Returning Officer
- 10.4 The election rules shall specify the budget limit to apply to the various categories of elections and any subsidy provided.
- 10.5 Candidates exceeding the budget limit shall be penalised at the discretion of the Independent Returning Officer.

## 11. Voting

- 11.1 All voting shall be conducted using the single transferable voting system, under the direction of the Independent Returning Officer.
- 11.2 All full Members of the Union shall be entitled to vote in elections except for:
  - 11.2.1 Part-Time Officers' election, where only students who fit the relevant criteria set by the Union will be able to vote.
  - 11.2.2 Liberation Officers' election, where only students who self-define within the relevant category will be able to vote.
- 11.3 The location of the polling stations for all elections shall be at the discretion of the Trustee Board.
- 11.4 All elections shall be undertaken using a suitable method of electronic voting, unless circumstances dictate otherwise or, a dispensation from Trustee Board has been granted.

## 12. Counting of Votes

12.1 The Independent Returning Officer or the Deputy Returning Officer shall be responsible for and oversee the count for all Union elections.

12.2 No count shall commence until:

12.2.1 The Independent Returning Officer or the Deputy Returning Officer is present.

12.2.2 All outstanding issues about the elections have been resolved to the satisfaction of the Independent Returning Officer.

12.2.3 A period of 30 minutes has passed following the closing of voting.

12.3 Counting of votes in all elections shall be carried out under the single transferable vote system.

12.4 When the count is finished, the Union shall publish the results of the poll, including the total number of votes cast and the number of spoilt papers.

12.5 Electronic-based election re-counts will automatically be held where the winning margin is less than 2% of the votes cast. For paper-based elections, re-counts may be called for by any candidate if the margin of votes is less than a fixed percentage of the total votes cast for that election. The relevant percentage of votes required shall be:

12.5.1 Up to 100 votes cast in total - 10%

12.5.2 101 – 500 votes cast in total - 5%

12.5.3 501 – 2000 votes cast in total - 3%

12.6 In the event of a tied vote in any Union election, the candidate with the greatest number of first preferences shall be deemed to be elected. If required, comparisons shall be made at second, third preferences, etc. until one candidate has a majority. Should all rounds result in a tie the outcome will be decided by a toss of a coin.

12.7 In the event of RON receiving more votes than any candidate or candidates in an election, a by-election shall be called for the place won by RON.

## 13. By-election

13.1 Should an Executive Officer position become vacant then the Trustee Board shall decide whether this role should be filled. The Trustee Board, taking into consideration the timing of the academic year when the vacancy has arisen and the interests of the members may decide to:

13.1.1 Run a By-Election to fill the position.

13.1.2 Temporarily incorporate the role into other Executive Officer roles.

13.1.3 Temporarily incorporate the role into other representative positions such as Part-Time Officers.

- 13.1.4 Temporarily cover the role by the employment of project-based student staff.
  - 13.1.5 Take other reasonable action that is within the best interest of the Members of the Union.
- 13.2 Should a Part-Time Officer position become vacant then the Chief Executive or their nominee, shall decide whether and how the role should be filled.
- 13.3 Where a by-election for an Officer role is called the timetable shall be agreed by the Trustee Board or their nominee, with the following considerations:
  - 13.3.1 When an Officer has left their role following an HR or democratic process the nominations shall open within a maximum of ten clear days from the conclusion of any appeals process.
  - 13.3.2 In all other situations nominations shall normally open within 10 clear days of the role becoming vacant.
  - 13.3.3 Campaigning shall normally begin within five working days after the close of nominations and last for a minimum of seven working days.
  - 13.3.4 Voting shall take place for a minimum of one working day.

#### 14. General

- 14.1 The election results and a report from the Independent Returning Officer shall be presented to the first Trustee Board following the election.
- 14.2 All election regulations shall meet the requirements of the Union's Equal Opportunities Policy.

#### 15. Penalties

- 15.1 Should the election regulations be broken, the Independent Returning Officer shall have the power to:
  - 15.1.1 Suspend the start of balloting.
  - 15.1.2 Suspend the opening of the polling station and the counting of votes.
- 15.2 Disqualification or penalties to candidates:
  - 15.2.1 Only the Independent Returning Officer can rule to disqualify or penalise a candidate.
  - 15.2.2 Once the Independent Returning Officer has made such a ruling, they must arrange a meeting with the candidate before the start of the count to inform them of the decision. The candidate may bring a Union Member to observe the meeting. The Deputy Returning Officer is also required to attend.
  - 15.2.3 The candidate shall have the right to appeal against this ruling by requesting the Independent Returning Officer to reconsider their decision before the start of the count.

15.3 Following the declaration of a result, the Trustee Board may, on the advice of the Independent Returning Officer, submit a proposal to Leicester 100 to nullify the result, should it consider that a previously un-investigated serious breach of election regulations has occurred. Such a proposal shall be decided by a two-thirds majority of the Members present at a quorate meeting of Leicester 100

## **STANDING ORDERS**

These Standing Orders shall not be interpreted in any way as to overrule the By-Laws.

### **Leicester 100**

#### **1. General**

- 1.1 The Chair of Leicester 100, Annual Members' meeting shall be known as the Students' Union Chair. In the event of the Students' Union Chair being unable to attend, being removed, or standing down, a Member of the Executive Team or Senior staff member shall replace them as chair.
- 1.2 All agenda items, other than urgent items, shall be submitted at least four clear working days before the meeting.
- 1.3 A full agenda together with links to all the relevant documents shall be emailed to all Members of the Leicester 100 two working days before the meeting.
- 1.4 The maximum length of a Leicester 100 meeting is set at two hours. This may be extended by a majority vote of Leicester 100 in periods of thirty minutes.

#### **2. Quorum**

The quorum shall be 75% of the voting members, no meeting shall start until a properly constituted quorum is present.

#### **3. Order of Business**

The order of business shall be:

Proposals  
Areas for Feedback/Consultation  
Executive and Union Updates

#### **4. Students' Union Chair**

The Students' Union Chair shall:

- 4.1 Ensure that there is a reasonable debate.
- 4.2 Have the authority to extend or limit the length of the debates and speeches.
- 4.3 Ensure that there is a reasonable debate and that as many different views are heard as possible.
- 4.4 Ensure that the will of the meeting is upheld in all matters within the constraints of these By-Laws.
- 4.5 Not participate in the debate, but ensure that all remarks are relevant to the debate.
- 4.6 Have neither a casting nor a deliberative vote.

## 5. Minutes

The minutes of the previous meeting shall be taken as read and shall contain only the decisions of that meeting, including the result of a vote, and not the discussion. Questions regarding the minutes are to be submitted to the Student Voice department at least two hours before the start of the Leicester 100.

## 6. Proposals

- 6.1 A Council or full Member of the Union may submit an idea, if the idea is a simple operational matter, it will be actioned by the relevant Officer or Council.
- 6.2 All other ideas will be presented online. If an idea receives a simple majority of students 'liking the idea', subject to it reaching one hundred 'likes' within ten term time days, the idea will be forwarded to the relevant Council to either implement or bring forward a policy-based proposal to the Leicester 100.
- 6.3 If the idea receives a majority of 50 or more likes then it is added to a Council's agenda for discussion, the Council will then agree on whether to take the idea forward. This may include taking relevant actions to implement the idea, deciding to form a Task and Finish Group, or working to prepare a policy for presentation to Leicester 100.
- 6.4 The Member bringing forward the idea forward will be invited to relevant Councils and Task and Finish Groups and Leicester 100 Meetings where their idea is been discussed.
- 6.5 In consultation with the chair, the Leicester 100 or the proposer is able to make amendments to proposals within Leicester 100 meetings.
- 6.6 The Students' Union Chair shall determine the order of proposals on the agenda, subject to their content and following the order of precedence below. When submitting a proposal, the proposer may include a request for the item to be given priority on the agenda.
  - 6.5.1 No-confidence
  - 6.5.2 Censure
  - 6.5.3 Bye-Laws Amendment
  - 6.5.4 The Union
- 6.6 Each proposal shall have a proposer.
- 6.7 A proposal or amendment to a proposal recommending expenditure of the Union's funds shall contain a statement as to the maximum sum to be authorised.
- 6.8 Once a proposal to create a policy has been approved a Task and Finish Group will be formed to facilitate the implementation of the policy.

## 7. Emergency Proposal

- 7.1 In order for a proposal to be included on the Leicester 100 agenda as an urgent matter:

- 7.1.1 The matter shall have arisen, or become generally known after the deadline for submission of ideas for Leicester 100.
- 7.1.2 The matter shall be of so urgent a nature that it cannot be referred to another Committee or the next Leicester 100 meeting.
- 7.2 A written statement justifying the urgency of the matter shall be required in writing.
- 7.3 All papers associated with the urgent matter and the justification of the urgency shall be submitted to the Students' Union Chair before the start of the Leicester 100. The chair shall make a ruling as to whether or not each urgent item fulfils the criteria given above. The Students Union Chair shall inform Leicester 100 of any proposed urgent items, and of the ruling that they have determined.
- 7.4 An urgent matter added to the agenda shall be debated after all other business on that section of the agenda.
- 8. Discussion of Proposals

All proposals put to the Leicester 100 shall be debated using the following procedure:

- 8.1 The Students' Union chair or/and staff member will provide an overview of the proposal, including relevant factual information regarding the proposal. The Leicester 100 shall have the opportunity to ask clarification questions.
- 8.2 The proposer or their representative shall have two minutes to present their proposal. A full Member of the Union shall have two minutes to speak against the proposal.
- 8.3 The Leicester 100 will then review the proposal within small groups with a nominated spokesperson feeding back their thoughts to the meeting. This discussion will be facilitated by the chair and following this a secret ballot will be held. During the discussion the Chair, taking into account the feedback provided, can suggest: -
  - 8.3.1 That a proposal can be broken into parts with a separate vote being held on each one.
  - 8.3.2 That a recommendation should be made to the Trustee Board that the proposal should be taken to a referendum.
  - 8.3.3 That a proposal should be referred back to a Council for further development and then presented back to a future meeting of the Leicester 100.
  - 8.3.4 That an amendment to the proposal should be made.

Where the chair identifies that there is broad consensus, they may take an indicative poll (show of hands), if there is a clear two-thirds majority then the relevant action shall be approved. Alternatively, the chair at their discretion, may hold a secret ballot, if this receives a two-thirds majority, then the relevant action would be taken.

- 8.4 Once the discussion comes to a close the Chair will move to hold an electronic secret ballot held. If the proposal is passed, then at the discretion of the chair, there can be further small group discussions to seek recommendations on the implementation of the policy. An overview of these recommendations would then be included with the information that is passed to the relevant Council who will be coordinating the implementation of the policy.
- 8.5 When a proposal is passed by Leicester 100, it will then be presented to the next available Trustee Board for approval, if it is approved by the Trustee Board it then becomes a Policy of the Union.
- 8.6 Where a proposal has been passed but has been amended as part of the Leicester 100 discussion, then the proposer has the ability, where they feel it has changed the intended outcomes or the principal of the proposal, to write to the Trustee Board outlining their concerns. The Trustee Board will consider concerns raised, the original proposal, the amended proposal, and the summary of the Leicester 100 discussions and can at their discretion refer back the policy to the Leicester 100.
9. Vote of No Confidence in the Chair
- 9.1 At any time during a debate, a Member of the Leicester 100 may propose a vote of no confidence in the chair. The chair shall be ceded for the duration of the debate of the motion to a Chair of Council, staff member, or an Executive Officer who will explain the process following which there shall be up to a five-minute pause in the meeting.
- 9.2 Upon the recommencement of the meeting, the proposer of the motion shall be given two minutes to present the motion, the Students' Council Chair shall then have the option to give a two-minute speech against the motion. Following this, at the discretion of the Chair, there may be a period of debate on the motion.
- 9.3 Once the debate is closed there shall be an electronic secret ballot held. If the motion receives a two-thirds majority of yes votes, then it shall be carried, in which case the staff member or Executive Officer will continue to chair for the remainder of the meeting. Otherwise, they cede the chair back to the Students' Union Chair.
10. Rulings from the Chair
- 10.1 At any point in the meeting the Chair may make a ruling on an issue.
- 10.2 Any Member of the Leicester 100 may at any point in the meeting ask the Chair to make a ruling. Such a demand must relate specifically to the conduct of the meeting and must contain no argument.
- 10.3 Demands for a ruling from the Chair may not be made during the act of voting. Except if the issue directly relates to the conduct of the vote.
- 10.4 At all times demands for a ruling from the Chair shall have precedence over other business.

## 11. Voting

- 11.1 Voting shall be by an electronic secret ballot except where an indicative vote by a show of hands is requested by the Chair.
- 11.2 Students' Union Staff in conjunction with the Students' Union Chair shall be responsible for the counting of votes.
- 11.3 Unless stated elsewhere in these By-Laws all proposals shall:
  - 11.3.1 Pass if at least a two-thirds majority votes in favour of the proposals
  - 11.3.2 If there are above 50% but less than two-thirds of votes are in favour of the proposal then make a recommendation to the Trustee Board that a referendum be held.
  - 11.3.3 Fail if 50% or fewer votes are in favour of the proposal.

## 12 Quorum

- 12.1 Any Member of the Leicester 100 may at any point challenge the quorum of the meeting. The chair shall then count for quorum and declare the result. If not quorate the meeting shall be over.
- 12.2 At any time in a meeting when the Chair is of the opinion that the meeting, though quorate may soon become inquorate, in order to continue business, may propose homologation to the meeting.
- 12.3 If the meeting consents to homologation the following procedure shall apply:
  - 12.3.1 Only business on the agenda shall be taken and no other business at all shall be allowed.
  - 12.3.2 The meeting shall retain the right to debate items on the agenda, although it may not come to a decision.

## 13. Misconduct

- 13.1 Any person 'named' by the Chair for misconduct shall immediately leave the meeting; refusal to do so shall constitute an automatic referral to the Union's Complaints Process, as shall a subsequent return to the meeting.
- 13.2 In the event of excessive misconduct the meeting can be closed at the discretion of the Chair.

## 14. Censure or No-Confidence of a Part-Time or Executive Officer

- 14.1 A written proposal to a Leicester 100 meeting may call for a person holding a post defined in these By-Laws to be censured or to receive a no-confidence. That person shall have the right to submit a written defence to the meeting in question.
- 14.2 A proposal of censure or no-confidence shall require a two-thirds majority to be passed.

- 14.3 Should a proposal of censure or no-confidence be passed, the Chair shall write to the person concerned, conveying to them the decision of the meeting.
- 14.4 Should a proposal of no-confidence be passed, the person concerned shall be immediately removed from office and their position shall become vacant. Should the post be paid by the Union, pay shall cease with immediate effect. (Article 39: Rights of Removed Trustee).
- 14.5 A proposal of censure or no-confidence may not be put to an emergency meeting, shall not be considered as urgent business, and may not be presented as an amendment or emergency proposal.

### **EQUAL OPPORTUNITY**

The Union is fully committed to equal opportunities and opposes all forms of discrimination as stated in these By-Laws and in Union Policy. Any breach of these policies or laws will be dealt with utilising the most serious disciplinary procedures.