
SOLENT ●●●●
STUDENTS'
UNION

BYE LAWS

VERSION 15 **FEB 2021**

Introduction

The Union is governed by two main documents; the Memorandum and Articles Of Association and the Byelaws.

The Memorandum and Articles of Association are a legal document, outlining the Unions purpose and aims. The Byelaws are not a legal document, but outline how the Union should run and operate day to day.

This is a dynamic document, which can be changed by a simple resolution of Student Council and the Board of Trustees. Hopefully, this document is readable and understandable, and from reading this you should find out everything you need to know about the Union and how it should run; from elections and Student Council to the Board of Trustees.

While this document should provide you with everything you need, the Memorandum & Articles of Association are still our main governing document and have the overriding authority of these Byelaws, and any other Union policies.

The Byelaws were adopted on 3rd March 2014. They were reviewed in February 2021, and will be reviewed no later than February 2022

Vaios Koukouletsos,
SU President
2020-2021

Contents:

Bye Law 1	Membership	page 3
Bye Law 2	Union Policy	page 5
Bye Law 3	General Meetings	page 6
Bye Law 4	Student Council	page 8
Bye Law 5	Referenda	page 12
Bye Law 6	The Rules for the Conduct of Elections	page 13
Bye Law 7	Duties of Sabbatical Officers	page 18
Bye Law 8	Student Officers	page 20
Bye Law 9	Officer Committee	page 22
Bye Law 10	Removal from Office	page 25
Bye Law 11	Leadership Team	page 27
Bye Law 12	Societies	page 28
Bye Law 13	External Affiliations	page 30
Bye Law 14	Trustees	page 31
Bye Law 15	Trustee Code of Conduct	page 34
Bye Law 16	Conflict of Interest Policy	page 37
Bye Law 17	Members Code of Conduct	page 39
Bye Law 18	Campaigning	page 40

Byelaw 1 – Membership

1.1. Types of member

1. Full members – Automatic membership
 - a. Any student enrolled at Solent University
 - b. All Union Sabbatical Officers
2. Associate members – May be subject to a fee set by Trustees
 - a. Union and University staff
 - b. Former students of the University
 - c. Anyone on an approved scheme with an associated institution
3. Reciprocal Members- May be subject to a fee set by Trustees
 - a. Any student from an institution who is affiliated to the NUS who is living or working in Southampton
 - b. Any student from other student organisations who has been granted reciprocal membership by Student Council

1.2. Privileges of membership

1. The privileges of full membership are;
 - a. Use of Union social facilities
 - b. Access to service and support facilities
 - c. To join Union affiliated Clubs, Societies and Liberation groups, subject to their conditions of membership
 - d. To participate in Union Democratic Structures
 - e. To run for elected office in the Union, or propose and second candidates for elected office
 - f. Representation on academic issues
 - g. To introduce up to two guests at any one time to members only restricted areas within the Union
 - h. Access to
 - i. the Governing documents of the Union
 - ii. minutes of any Union meeting except those dealing with issues relating to staff or disciplinary matters
 - iii. the Annual Accounts of the Union
 - iv. The Annual Report of the Union
 - v. The list of organisations to which the Union is affiliated including details of affiliation fees.
2. The privileges of associate membership are;
 - a. Use of Union social facilities
 - b. To join Union Societies and activities, subject to their conditions of membership

3. The privileges of reciprocal membership are;
 - a. Use of Union social facilities
 - b. To join Union Societies and activities, subject to their conditions of membership

1.3. Student Opt-Out

1. Students wishing to opt out of membership may do so by either;
 - a. Opting out at the point of enrollment to Solent University
Or
 - b. in writing to the SU President who will inform the University Secretary within 5 days
2. The privileges of students who have chosen to opt out of membership (as outlined in the Education Act 1994) are:
 - a. Use of Union social facilities
 - b. To join Union Activities, subject to their conditions of membership
 - c. Access to service and support facilities
3. Those students who have chosen to opt out of membership will still be subject to the same code of conduct as members, and the trustees may still withdraw these privileges if the student breaks this code of conduct.

1.4 Membership Requirements

All members of the Union and opted out students are required to conduct themselves according to the Governing documents and Code of conduct whilst engaging in any Union activities. Any breach of these provisions shall be considered a disciplinary matter and may result in any or all privileges of membership being withdrawn.

1.5 Termination of membership

Membership of the Union and the rights of an Opted Out Student will immediately terminate if;

- a. They cease to be a Student at Solent University;
- b. They cease to be employed by either the Union or the University;
- c. Membership is withdrawn as a result of the disciplinary procedures

Byelaw 2 – Union Policy

2.1 Setting Policy

Union Policy may be set by members via the democratic processes of the Union at either;

1. Student Council
2. General Meetings
3. Referendum

2.2 Overturning Policy

1. The Board of Trustees has the right to overturn any policy decision set via the democratic processes if the policy;
 - a. has serious financial implication for the Union
 - b. fails to comply with law or the charitable aims of the Union
 - c. is likely to damage the reputation of the Union
2. The decision of the Board of Trustees in these matters shall be final

2.3 Policy Register

1. The SU President will maintain a Policy register which is available to any full member, trustee or employee of the Union.
2. The SU President will advise Student Council of Policies which will lapse in the following month.

2.4 Amendments

Policies may be amended by a resolution of Student Council provided this is not within the same academic year that the policy was adopted.

2.5 Policy Lapse

1. Policy shall automatically lapse:
 - a. After 3 years
 - b. In the event it contravenes or contradicts any law, Article or Byelaw of the Union

Bye law 3- General Meetings

3.1 Annual General Meetings

1. Annual General Meetings must be held once a year, at a time chosen by the Trustees, and will:
 - a. Receive minutes of the previous Annual Members Meeting
 - b. Receive reports from Trustees on the Union's Activities
 - c. Receive audited accounts of the Union, for the previous financial year
 - d. Appoint the Union's Auditors
 - e. Review the Union's Code of Practice
 - f. Consider and approve the register of external affiliations
 - g. Provide a forum for members to question Trustees
2. Quorum is 50 full members of the Union

3.2 Extraordinary General Meetings

1. Any General Meeting, which is not the Annual General Meeting, is known as an Extraordinary General Meeting (EGM).
2. The purpose of an EGM is to receive and consider motions.
3. EGMs may be called by the Trustees at any time, but must be called if:
 - a. Provided with a request signed by at least 100 members
 - b. A resolution is passed at Student Council
 - c. Required to do so by the members under the Companies Act
4. EGMs must be held in one single location or simultaneously at a maximum of three separate venues with a video, audio or other real-time link between all of the venues. At the start of such meetings, each venue must indicate by majority vote that they are satisfied with the meeting set-up and technology.
5. EGM's must be called with at least 14 clear days' notice or shorter notice if it is so agreed by a majority of the Members having a right to attend and vote at that meeting.
6. Quorum is 50 full members of the Union.

3.3 Chair of General Meetings

1. The chair of Trustee Board will act as chair for the Annual General Meeting and all Extraordinary General Meetings.
2. In the absence of the Chair of Trustees any Student Trustee or Sabbatical Officer Trustee shall preside as chair of the meeting. This will be decided by a vote of members present.

3.4 Voting in General Meetings

1. All full members of the Union are entitled to vote, and must do so through a simple show of hands or campus cards.
2. A vote must be taken for, against and abstaining the motion. The Chair will have casting vote only.

3.5 Miscellaneous

1. If Quorum is not met, the Chair shall allow 30 minutes for Quorum to be met. If Quorum is still not met, no vote may take place and the meeting shall be adjourned in accordance with the Articles of Association.
2. Questions or comments that make reference to an employed member of staff of the Union or any question or comment that in the view of the Chair could be perceived as slanderous will not be allowed.
3. The minutes from the Annual General Meeting shall be published within 1 calendar month.

Byelaw 4 – Student Council

4.1. Membership

1. The membership of Student Council is:
 - a. Societies Council Chair
 - b. Sports Management Group Chair
 - c. Apprentice Students' Officer
 - d. BME Students' Officer
 - e. Carer Students' Officer
 - f. Disabilities Students' Officer
 - g. Environmental Students' Officer
 - h. Events Student' Officer
 - i. Housing Students' Officer
 - j. International Students' Officer (EU)
 - k. International Students' Officer (Non-EU)
 - l. LGBT+ Students' Officer
 - m. Mature Students' Officer
 - n. Mens Health Students' Officer
 - o. Mental Health Students' Officer
 - p. Night Life Students' Officer
 - q. Part Time Students' Officer
 - r. Postgraduate Students' Officer
 - s. Physical Activities Students' Officer
 - t. Religion & Faith Students' Officer
 - u. Trans+ Students' Officer
 - v. Undergraduate Students' Officer
 - w. Widening Class Participation Students' Officer
 - x. WMA Liaison Officer
 - y. Womens' Officer
 - z. Faculty of Warsash Maritime School Representative, x2
 - aa. Faculty of Business, Law and Digital Technologies, x2
 - bb. Faculty of Creative Industries, Architecture and Engineering Representative, x2
 - cc. Faculty of Sport, Health and Social Sciences Representative, x2
2. In addition to this, a Chair and Deputy Chair of Student Council must be elected by a majority vote of the Student Council. The Chair of Student Council and the Deputy Chair must not already hold a position on Council and cannot be a current Sabbatical Officer.
3. All Sabbatical Officers are expected to attend Student Council, with full speaking rights but no right to vote. If unable to attend, apologies and a written report must be submitted to the Chair.
4. The Chief Executive may attend, with full speaking rights but no right to vote. Other members of Union Staff, and non-Union members, may attend at the discretion of the Chair of Student Council.

5. Full members of the Union may attend Student Council, with full speaking rights but no individual vote.
6. Associate Members, Reciprocal Members and opted out students may attend Student Council but have no right to speak or vote.

4.2 The Powers and Duties of Student Council

1. To provide advice and guidance to the Trustees
2. To receive written reports from Sabbatical Officers, Student Officers, Societies Council and Officer Committee. Written reports must be submitted 5 working days before Student Council.
3. To receive, consider and vote on political policy.
4. To hold Sabbatical Officers, Societies Council, Officer Committee and Student Officers to account through a Question Time session in Student Council.
5. Jointly with the Board of Trustees, approve amendments to the Bye Laws.

4.3 Attendance at Student Council

1. If a member of Student Council ceases to be a registered student, they will automatically be considered as having resigned their post.
2. If a member is unable to attend a meeting, they must notify the Chair of Student Council and give a reason.
3. If a member fails to attend three meetings, without good reason, at the discretion of the Chair of Student Council, Student Council will discuss the matter and vote whether or not to remove them from their position on Student Council.

4.4 Meetings

1. Student Council will meet at least 3 times in the Academic year with the first meeting held before the end of November.
2. The dates of Student Council will be set by the SU President and ratified at the first Student Council meeting. Additional meetings may be called by a request in writing to the Student Council chair from:
 - a. Officer Committee
 - b. At least 25% of the members of Student Council
 - c. A signed petition of at least 10 full members of the Union
3. Notice of Student Council dates will be given no less than 5 days before the meeting.

4.5 Submission of Motions and Amendments

1. All motions and amendments shall be submitted via the Student Union website <https://www.solentsu.co.uk/voice/ideas/>
2. All motions must state a proposer and seconder, who must both be full members, and one of whom must attend the meeting where their motion is to be discussed.
3. No motion, or motion conflicting with existing policy, may be brought forward more than once in the same academic year.
4. A motion will be considered an Emergency Motion if it is urgent, and could not have been submitted before the deadline. This is the decision of the Chair of Student Council.
5. Amendments may be proposed at any time before the meeting, or during discussion on the motion. Amendments may delete, change or add words to the motion, but may not contradict the motion, or significantly alter the resolution.

4.6 The Chair.

1. The Chair of Student Council must not take part in any debate, and when they speak, everyone else must be silent.
2. The Chair of Student Council is responsible for maintaining order of the meeting, and anyone wishing to speak must do so through the Chair. The length or nature of any debate is at the discretion of the Chair.
3. The Chair will allow questions from the floor on Officer reports. The length of question time will be at the discretion of the Chair.
4. In the absence of the Chair and the Deputy Chair, another member of the Union appointed by the members of council present shall preside as chair of the meeting.

4.7 Procedural Motions

1. The following procedural motions may be proposed:
 - a. Change to the order of business
 - b. A vote of no confidence in the Chair or challenge to the Chair's ruling
 - c. A motion for adjournment or postponement
 - d. A motion to refer the matter to trustees or another committee
2. Procedural motions must have a proposer and a seconder, who must both be full members. Procedural motions must not be proposed while another member is speaking, or during a vote.
3. All procedural motions, except (b) shall be managed at the discretion of the Chair of Student Council. In the case of (b) this shall be managed by the Deputy Chair of Student Council or in the absence of a Deputy Chair one of the Sabbatical Officers.

4.8 Voting in Student Council

1. Only members of Student Council may vote. The Chair will have casting vote only.

2. Voting will be by a show of hands and decision made by a simple majority
3. A vote must be taken for, against and abstaining the motion. The Chair will have casting vote only.
4. If policy is passed at Student Council, it is the responsibility of all members of Student Council to ensure it is implemented regardless of the vote they cast.

4.9 Miscellaneous

1. Quorum is 50% plus 1 of the member positions filled.
2. If Quorum is not met, the Chair shall allow 15 minutes for Quorum to be met. If Quorum is still not met, no vote may take place.
3. Questions or comments that make reference to an employed member of staff of the Union or any question or comment that in the view of the Chair could be perceived as slanderous will not be allowed.

Bye Law 5– Referenda

5.1 Referenda

A Referendum may be called on any issue by:

- a. a resolution of the Trustees;
- b. a two thirds majority vote of the Student Council or General Meeting; or
- c. a Secure Petition signed by at least 150 Members.

5.2 Voting

1. All full members are eligible to vote in a referendum.
2. The referendum will be considered valid if at least 300 Members cast a vote.
3. The resolution will be decided by a simple majority of all the votes cast

5.3 Policy

Policy set by Referenda may overturn policy set in General Meetings or Student Council.

Byelaw 6– The Rules for the Conduct of Elections

6.1. Sabbatical and Other Elected Officers

1. Sabbatical officers must be elected in accordance with the Memorandum and Articles of Association and these rules.
2. Nominations for Sabbatical Candidates will only be accepted from full members of the Union.
3. The term of office for Sabbatical Officers will be a 12 month period ending on the day of the last graduation ceremony.
4. Any other Officer positions will be elected from their representative or activity group to the satisfaction of the Trustees, with reference to these rules.

6.2. Returning Officer

1. The Trustees will appoint a Returning Officer, who will at all times act independently of the electoral contest. The Returning Officer must not be a full member of the Union.
2. The Returning Officer is responsible for ensuring that elections run in accordance with these rules. They have sole and absolute discretion in interpreting these rules. The Returning Officers' decision is final.
3. The Returning Officer may appoint a Deputy Returning Officer and any other election officials they see fit. The appointment of such officials must be at the discretion of the Returning Officer.
4. The Returning Officer(s) shall undertake the following duties:-
 1. the declaration and publication of the results
 2. ensuring that all procedures governing Union elections have been properly applied
 3. providing a report to the Board of Trustees and University Secretary on the conduct of the elections
5. The Returning Officer may declare an election null and void if:-
 1. a voter has cast a vote as some other person, whether that person is living, dead or fictitious; or
 2. a voter has voted where s/he is not entitled so to do; or
 3. any other serious misconduct is considered to have occurred

6.3. Election Officials

1. Election officials must be appointed no less than 48 hours before polling begins.

2. Candidates may object to up to two Election Officials. Where an objection is received and upheld, it is the choice of the Returning Officer whether that Election Official will be relieved of their duties.
3. Election Officials must not seek to influence voters in any way, and must abide by these rules. Election Officials will be required to sign a declaration to this effect.
4. If a complaint is lodged against any Election Official, it will be the responsibility of the Returning Officer to resolve. This may include relieving the Election Official of their duties and disqualifying a candidate if they feel the Election has been prejudiced.
5. Election Officials may not register their own vote whilst on duty.

6.4. Notice of Election

1. The notice calling an election will be issued by the Chair of the Board of Trustees at least 21 clear days before the date for the close of nominations.
2. The notice will state the following
 - a. The positions for which nominations are invited.
 - b. The date and time for the opening of nominations.
 - c. The date and time for the close of nominations. Nominations will close at least 14 clear days before the opening of the ballot.
 - d. Details of who is eligible to vote.
 - e. Details of how to submit a nomination.
 - f. Details of the arrangements for Question Time.
 - g. Location and opening times for polling stations.
 - h. Anything else that the Returning Officer thinks is necessary.
3. A minimum of two notices of election must be posted in the Students' Union.
4. Notice of election must also be posted on the Students' Union Website.

6.5 The Process of Nomination

1. Nominations will only be accepted on receipt of a completed nomination form. Forms must be available both online and in the Students' Union from the date of nominations opening.
2. Candidates may not nominate themselves for more than one post in the same election, except in elections where one of the posts applied is as an NUS delegate. This is the only role which can be applied for in conjunction with a sabbatical or student officer post.
3. The Nomination Form must state the candidates name, course and University Card number. It must also carry the signature of the candidate.
4. The candidate should submit a copy of their manifesto.
5. On receipt of nominations the Returning Officer or the Deputy Returning Officer must check that the nomination complies with the requirements as listed above in

which event the Returning Officer or Deputy Returning Officer must declare that the nomination is valid.

6. A full list of all candidates must be published within 2 working days of the close of nominations.

6.6 Candidates Briefing

All candidates are required to attend a candidates briefing which will inform them of the responsibility of the positions and the election rules. The date of the candidates briefing will be set by the Returning Officer prior to the nominations period opening.

6.7 Candidates Conduct

1. Candidates are required to comply with the law; the University rules; The Union Code of Conduct and Elections rules.
2. Candidates may be disqualified by the Returning Officer if they or their campaign teams are found to have broken the rules or their actions are determined to have undermined the election process.
3. Candidates may also be subject to disciplinary procedures of the University or the Union.

6.8 Question Time

1. The Returning Officer shall issue a timetable for Question Time.
2. All Candidates are required to attend a Question Time. Should they be unable to attend, they must inform the Returning Officer in writing at least 24 hours before. The Returning Officer must then decide if the reason is acceptable, an unacceptable reason, or failure to inform may result in disqualification.
3. The Returning Officer must appoint a person to Chair Question Time, who must be a full member of the Union.

6.9 Voting

1. Voting must be by cross campus ballot, using a system of Alternative Transferable Voting or Single Transferable Voting. To avoid doubt, this should be operated in accordance with the procedures as recommended by the Electoral Reform Society of Great Britain and Ireland.
2. Voting may be conducted online or via a paper ballot or a combination of both.
3. Paper ballots must display candidates' names alphabetically by surname (commencing with the letter randomly drawn by the Returning Officer) concluding with 'No Suitable Candidate'. The ballot paper must carry a unique, sequential reference number, and must allow for the retention of a stub with the voter's University card number.

4. The Returning Officer is responsible for the safe storage of ballot papers, and the security of ballot boxes. This includes recording numbers, locations and signatures for ballot boxes.
5. The Returning Officer will arrange for polling stations to be staffed. This includes ensuring that ballot papers and boxes are signed for, and ensuring that the number of ballot papers issued to voters is recorded.
6. Ballot papers must only be issued to voters with a valid Student number, and must be stamped with the official Union stamp prior to issue.
7. The Returning Officer must ensure that all ballot boxes and ballot papers are returned securely, and that ballot papers are not stored in the same location as ballot boxes.

6.10 The Election Count

1. The Returning Officer must ensure that at the close of polls all ballot boxes are accounted for, secure and sealed, and that all ballot papers are returned.
2. The count must be conducted in one single location and include all electronic and paper ballots cast.
3. The Count will commence when the Returning Officer is satisfied that all complaints relating to the conduct and administration of the election have been resolved.
4. The Returning Officer may appoint individuals to assist in the count. The RO must make sure that those involved in the election count have played no active part in the election.
5. Each candidate may have one scrutineer attend the count as an observer.
6. The only people in the count will be the Returning Officer, the counters and scrutineers. No one should leave or enter the room during the count.
7. Once the count for a particular post has been completed the Returning Officer shall reconcile the total number of votes recorded against the record of ballot papers issued. In the event of a discrepancy the Returning Officer must decide whether the discrepancy could materially have affected the result, and take any appropriate action.
8. Once the count has been completed for all posts the Returning Officer will sign a declaration of the results. The result must be announced within one working day of the count.
9. If No Suitable Candidate wins the Election, the Trustees will issue notice of another election and re-open nominations for the post.

6.11 Restrictions on Campaigning

1. Where a current Sabbatical Officer is a candidate in an election, they must record as annual leave any time spent campaigning during work hours.
2. Where a candidate holds temporary employment with the Union, they must not conduct their election campaign during work hours. They are able to make reference to their employment during their campaign but must not mention their campaign while working.
3. Candidates must not seek support from any member of Union staff, and staff must not show bias towards or against any candidate.

6.12 By-Election

1. If any elected position becomes vacant during the year, the decision whether to hold a by-election will be that of the Officer Committee.
2. If a Student Officer post becomes vacant, Officer Committee may appoint a member of the Union to the vacant post as a non-voting member in the interim period.

6.13 NUS Conference Elections

NUS Conference Election will be held in accordance with the NUS election rules with all Union NUS delegate positions being elected by a cross campus ballot.

6.14 Course Rep Elections

Only students registered on the course are entitled to stand or vote in Course rep elections.

Bye Law 7 - Duties of Sabbatical Officers

7.1 Term of Office

1. The term of office for Sabbatical Officers will be a 12 month period, with sabbatical officers finishing no later than 31st July.
2. Sabbatical Officers level of remuneration is set in their employment contracts and reviewed yearly by the Board of Trustees.
3. All other terms and conditions of employment of Sabbatical Officers will be the same as employees of the Union.

7.2 Responsibilities of Sabbatical Officers

The Sabbatical Officers are collectively responsible for:

- a. Conveying the views of the student body to the University
- b. Promoting, defending and campaigning for the rights and interests of students
- c. Supporting and working in partnership with elected Student Officers for the benefit of all students as the Officer Committee
- d. Implementing the decisions of General Meetings, Student Council, Referenda and any other Democratic process
- e. Producing reports to Student Council on progress against manifesto
- f. Co-ordinating the training of incoming Sabbatical Officers.
- g. Answering in the first instance to the Trustees and to Student Council and acting on behalf of the Board of Trustees between meetings, reporting any action taken to the next Trustees' meeting.
- h. Attending various University committees as required and carrying out any action assigned from those meetings.
- i. Producing reports to the Trustees and Student Council from University committees, meetings, conferences etc. whether verbal or written.

7.3 Sabbatical Officer Positions

The Union will have four Sabbatical Officer Positions which will be elected annually by cross campus ballot. These positions are:

1. SU President
2. Head of Student Education
3. Head of Student Engagement
4. Head of Student Wellbeing

7.4 Specific Responsibilities of Sabbatical Officers

1. The specific responsibility of each Sabbatical Position shall be outlined in their relevant Job Descriptions.
2. In any legal documents, communication, official function or meetings when the role of President is required, their duties are laid out in the relevant role description.
3. One of the Sabbatical Officers shall also be given the responsibility of Deputy President, as laid out in the relevant role description, to be co-opted by the Sabbatical team.
4. In the event a sabbatical officer vacates their position, the core duties of the role will be shared amongst the remaining sabbatical officers to ensure appropriate representation for students continues.

Byelaw 8– Student Officers

8.1 Term of Office

1. The term of office for Student Officers will be for a 12-month period, from 1st July until 30th June although work outside of term time is not necessarily expected.
2. Student Officer roles are voluntary.

8.2 Collective Responsibilities of Student Officers

The Student Officers are collectively responsible for:

1. Representing student views and opinion
2. Attending and reporting to Officer Committee
3. Attending and reporting to Student Council
4. Campaigning on issues affecting students
5. Encouraging and promoting student led activity and involvement with the Union
6. Ensure the Union is representing students from minority and liberation groups
7. Promoting principles of equality.

8.3 Student Officer Positions

The Union will have twenty three Student Officer positions available to be elected annually via cross campus ballot. These positions are:

- Apprentice Students' Officer
- BME Students' Officer
- Carer Students' Officer
- Disabilities Students' Officer
- Environmental Students' Officer
- Events Student' Officer
- Housing Students' Officer
- International Students' Officer (EU)
- International Students' Officer (Non-EU)
- LGBT+ Students' Officer
- Mature Students' Officer
- Mens Health Students' Officer
- Mental Health Students' Officer
- Night Life Students' Officer
- Part Time Students' Officer
- Postgraduate Students' Officer
- Physical Activities Students' Officer
- Religion & Faith Students' Officer
- Trans+ Students' Officer
- Undergraduate Students' Officer
- Widening Class Participation Students' Officer
- WMA Liaison Officer
- Womens' Officer

8.4 Specific Responsibilities of Student Officers

The specific responsibility of each Student Officer Position shall be outlined in their relevant role profiles.

Bye Law 9 - Officer Committee

9.1 Membership

Membership of Officer Committee shall be:

- a. SU President
- b. Head of Student Education
- c. Head of Student Engagement
- d. Head of Student Wellbeing
- e. Apprentice Students' Officer
- f. BME Students' Officer
- g. Carer Students' Officer
- h. Disabilities Students' Officer
- i. Environmental Students' Officer
- j. Events Student' Officer
- k. Housing Students' Officer
- l. International Students' Officer (EU)
- m. International Students' Officer (Non-EU)
- n. LGBT+ Students' Officer
- o. Mature Students' Officer
- p. Mens Health Students' Officer
- q. Mental Health Students' Officer
- r. Night Life Students' Officer
- s. Part Time Students' Officer
- t. Postgraduate Students' Officer
- u. Physical Activities Students' Officer
- v. Religion & Faith Students' Officer
- w. Trans+ Students' Officer
- x. Undergraduate Students' Officer
- y. Widening Class Participation Students' Officer
- z. WMA Liaison Officer
- aa. Womens' Officer

9.2 Chair

The chair of officer committee will be decided in the first meeting of the year and decided by a simple majority vote of all members.

9.3 Powers

1. Officer Committee will have the power to:
 - 1 Delegate the duties and powers of the Officer Committee to Full-time Officers and/or the Chief Executive
 - 2 Develop new and existing services and facilities for the benefit of the membership of the Union.
 - 3 Ratify the affiliation of Clubs and Societies to the Union
 - 4 Refer policy to Student Council.
 - 5 Supervise the work of Elected Officers
 - 6 Convene sub-committees and working groups

2. In the absence of a quorate Student Council, the Officer Committee shall have the authority to make plenary decisions provided that:
 - 1 The Officers are not so given power to alter the Bye Laws, or to resolve that the Union be wound up
 - 2 This authority is only used in exceptional circumstances

9.4 Duties

The Duties of Officer Committee are to:

1. Implement all recommendations and Policy from the Trustee Board and Student Council
2. Ensure all Union business is conducted in accordance with the Governing Documents, Vision, Mission and Values of the Union.
3. Organise and co-ordinate Union campaigns.
4. Report to and be accountable to Student Council
5. Promote equality of opportunity
6. Represent the concerns and interests of the Students both within the University and the wider community.

9.5 Meetings

1. Officer committee will normally meet once a month.
2. Emergency meetings may be called by a written request of a majority of Officer Committee members to the chair which states the purpose of the meeting.
3. Agenda items must be submitted to at least two days before the Meeting. The agenda will be circulated at least one day before the Meeting date.
4. Administrative support will be made available and Minutes taken. Minutes will be available to all members of the Union.
5. The quorum for Officer Committee Meetings shall be 50% of the membership posts filled and a minimum of two Student Officers.

9.6 Attendance at Officer Committee

1. If a member of Officer Committee ceases to be a registered student, they will automatically be considered as having resigned their post.
2. If a member is unable to attend a meeting, they must notify the Chair of Officer Committee and give a reason.
3. If a member fails to attend three meetings, without good reason, the chair of Officer Committee will report this to the next Student Council meeting. At the discretion of the Chair of Student Council, Student Council will discuss the matter and vote whether or not to remove them from their position on Officer Committee.

Bye Law 10 – Removal from Office

10.1 **Vote of No Confidence**

Elected officers and trustees can be removed from their position by members following a vote of no confidence.

10.2 **Sabbatical Officers**

A Vote of No Confidence in a Sabbatical Officer may be called by a signed petition of 100 full members of the Union.

10.3 **Student Officers**

A vote of no confidence in Student Officer may be called by a signed petition of 100 full members of the Union.

10.4 **Trustees**

A vote of no confidence in a Trustee may be called by a signed petition of 100 full members of the Union.

10.5 **The Vote**

The vote of no confidence may be held by either;

1. A referendum of all members in which at least 300 students cast a vote ; or
2. A vote in Student Council.

10.6 **Notice of a Vote of no confidence**

1. The elected officer / trustee must be given at least 14 days clear notice of the vote of no confidence in writing.
2. A notice of the vote of no confidence must be issued to members at least 14 clear days before the vote of no confidence is held and stipulate why the vote has been called and how the vote will be held.

10.7 The elected officer / trustee must be given an opportunity to address the members entitled to vote on the no confidence motion before the vote is taken by whatever means is deemed appropriate according to the method of the vote.

10.8 The vote of no confidence will be considered passed if:

1. In a referendum of all members in which at least 300 students cast a vote the majority vote in support of no confidence in the officer / trustee.
2. In a vote at Student council in which two thirds of the filled member positions vote in support of no confidence in the officer / trustee.

10.9 If the vote of no confidence in an elected officer / trustee is passed, they will be removed from their position immediately.

10.10 Elected officers will be automatically removed from their positions if:

1. They cease to be a student at the University
2. The University removes their student status as a result of disciplinary action

3. They cease to be a member of the Union for any reason.

10.11 Elected Officers may resign from their position in writing to the SU President. The SU President may resign in writing to the Board of Trustees.

10.12 The decision on whether to call a by election to fill the vacated officer position will be taken by Officer Committee.

Byelaw 11 – Leadership Team

11.1 Membership

Leadership Team will include the Chief Executive (as Chair), senior managers and the Sabbatical Officer Trustees.

11.2 Meetings

The Leadership Team should normally meet every two weeks.

11.3 Duties and Responsibilities

1. To carry out duties and exercise powers as delegated by the Board of Trustees.
2. To set the operational objectives of the Union in line with the Union's strategy and actions of the Board of Trustees.
3. To adopt, agree and review the operating procedures of the Union.
4. To manage operational objectives against the Union's operating plan.
5. To develop and receive reports on the Union's financial performance in line with the Union's financial plan and the actions of the Board of Trustees.
6. To receive reports from The Senior Management Team as to the progress of the Union against its operating plan.
7. To receive reports from the Officer Committee as to the progress of the Union against its representational campaigning plans.
8. To consider the actions and resolves of the Student Council, Annual General Meeting and other democratic processes.

Byelaw 12 –Societies

12.1. Recognition of societies

1. A society may be affiliated to the Union, provided that:
 - a. The new societies application form is completed
 - b. It has 5 members, which are full members of the Union
 - c. The aims and objectives do not contravene Union Policy
 - d. The aims and objectives are not duplicating an existing club or society
 - e. The Officer Committee approve its affiliation, based on the above criteria

12.2. Duties and Responsibilities of clubs and societies

1. The duties and responsibilities of clubs and societies are:
 - a. To affiliate to the Union, accepting the aims and objectives and the Union's Articles.
 - b. To adopt the model constitution set out in the Societies Constitution, and to adapt as necessary, with approval from the Officer Committee
 - c. To hold all funds in accounts maintained by the Union
 - d. To send a representative to each meeting of Societies Council
 - e. To allow for all members of the Union to join
 - f. To adhere to all policies, rules and regulations outlined in the Societies Constitution, and all Union governing documents
 - g. To ensure that all committee members are full members of the Union
 - h. to hold annual elections for office holders and to hold an annual general meeting in accordance with the Articles and Bye Laws
 - i. to notify the Union of all affiliations to external organisations subject to approval by the Officer Committee

12.3 Special Status Societies

1. The RAG society and Sonar Media, incorporating Radio Sonar, Sonar TV, Sonar Film and Sonar Magazine, will be deemed to hold Special Status.
2. The Union will support Special Status Societies as recommended by the Officer Committee
3. Trustees of the Union shall have ultimate responsibility for Sonar Media Outlets and the Head of Student Engagement and SU President will jointly assume the role of Director of Sonar.
4. Sonar Radio Station and Sonar TV shall elect a Committee led by a Station Manager who shall report to Student Council through the Sonar Media Representative.
5. All activity, broadcasts and publications are subject to Union approval and must be operated and distributed in accordance with Media Law and Union governing documents.

6. Any content which is deemed a risk to the reputation of the Union must be altered, withdrawn or removed as requested by the SU President.

12.4 Societies Council

1. The duties of the Societies Council are to:
 - a. Promote, encourage and support Societies
 - b. Act in accordance with, and ensure that all societies adhere to Union Byelaws and Policies, and the Societies Constitution
 - c. Offer advice and support to the Head of Student Engagement
 - d. Refer policy to Student Council
 - e. Be accountable to Student Council.
2. All presidents of societies will be deemed a member of Societies Council
3. The Head of Student Engagement is a member of Societies Council.
4. A chair of Societies Council will be elected from the membership and will represent all societies on Student Council
5. Societies Council will be held at least three times a year at a date and time set by the Head of Student Engagement.

Byelaw 13 – External Affiliations

13.1 All external affiliations and continuation to affiliate must be decided by a cross campus secret ballot, in accordance with the Education Act 1994, Section 22

13.2 Continued External Affiliations

1. Members may call a referenda to determine the continuation to an external affiliation. Such referenda shall only be called when;
 - a. Requested to do so by a signed petition of 150 full members; or
 - b. After 3 years of the date the last vote on the affiliation was held.
2. A referenda on any one external affiliation can only be called once per academic year.
3. The referenda will only be valid if at least 300 full members vote, otherwise, the issue shall be put to the next General Meeting where a secret ballot vote will be held.
4. The Trustees may appoint a returning officer, and allocate funds as they see fit
5. As far as possible, the referendum should comply with Byelaw 6 , the regulations for Elections

Byelaw 14 – Trustees

14.1 Term of Office

1. The term of office for External Trustees will be for a 3 year period, commencing from the date of appointment.
2. The term of office for Sabbatical Officer Trustees will be for the duration of their time in office.
3. The term of office for Student Trustees will be for a 12-month period, commencing from the date of appointment. A student trustee will be removed from office if they cease to be a student.
4. Individuals may serve for a maximum of 2 terms as any one type of Trustee. For the avoidance of doubt these can be consecutive or nonconsecutive terms.

14.2 Responsibilities of Trustees

1. The Board of Trustees are collectively responsible for:
 - a. The governance of the Union;
 - b. The budget of the Union
 - c. The strategy of the Union
 - d. Jointly with Student Council, approving amendments to the Bye Laws
 - e. Producing quarterly reports to Student Council
2. Trustees will at all times abide by the Trustee Code of Conduct

14.3 Removal of External Trustee by the Board

1. External Trustees can be removed from their position on the board by a resolution of the trustees in accordance with the Articles of Association.
2. The trustee must be given at least 15 clear working days' notice in writing that the resolution is to be proposed, and stipulate why the vote has been called.
3. The trustee must be given an opportunity to address the trustees by whichever method as is seen appropriate.

14.4 A trustee removed by a resolution of the board can appeal the decision by emailing the Chief Executive within 15 working days. An appeals panel shall then be set up.

1. The appeals panel shall be made up of:
 - a. A nominee from Solent University
 - b. An Independent member of the Union
 - c. A Chief Executive from another Students Union
 - d. A Sabbatical Officer from another Students Union

The Chief Executive and Officer will be from the same Union.

14.5 Appeals Process

1. The hearing (in normal circumstances) will take place within ten working days of the notification to appeal being made. The trustee will be informed in writing of the date and time.
2. At the hearing the Chief Executive from another Union will normally preside as chair of the panel.
3. The chair of trustee board will be invited in to present the case for removal from the board. The external trustee will then be invited in to present their case.
4. The panel will then adjourn proceedings and investigate the matters raised thoroughly and in an objective manner. This will involve conducting interviews with others and determining what rules, procedures, code of conduct etc. were breached.
5. If the appeals panel is satisfied that the original reason for removal was correct and that the issues raised during the appeal are not relevant or acceptable, they will draft a letter, with a copy being sent to the trustee and chair of the board.
6. If after investigation, the panel is not satisfied that the original reason for removal was correct, they will reconvene the appeal hearing and make known their reasons for coming to this decision. If this is the case the trustee will be reinstated with immediate effect.

14.6 Finances

The signature of at least one Trustee shall be required for all cheques.

14.7 Trustee Board

1. The SU President shall be the chair of the Trustees unless another Sabbatical Officer Trustee is appointed as Chair by a resolution of the Trustees. The Trustees may at any time reappoint the office of Chair by a resolution of the Trustees.
2. The Trustees shall appoint a Trustee to be Deputy Chair of the Trustees and may at any time remove him or her from office. The role of the Deputy Chair will be to support the Chair.
3. In the absence of the Chair and the Deputy Chair, another Trustee appointed by the Trustees present shall preside as chair of the meeting.
4. Minutes shall be kept of all resolutions and proceedings at meeting of the Union and of the Trustees, and of committees of Trustees shall be considered open and shall be available to the members on the Union website, except where those minutes relate to any reserved or confidential matters.

Byelaw 15 – Trustee code of conduct

15.1 Standards in Public Life

As a trustee of the Union I promise to abide by the accepted standards in public life.

1. **Selflessness.** Trustees should act solely in the interest of the Union, and not in order to gain financial or other benefits for themselves, their family or their friends.
2. **Integrity.** Trustees should not place themselves under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their official duties.
3. **Objectivity.** In carrying out Trustees business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, Trustees should make choices objectively, based on merit.
4. **Accountability.** Trustees are accountable for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.
5. **Openness.** Trustees should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the Union's wider interest clearly demands.
6. **Honesty.** Trustees have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the Union's interest.
7. **Leadership.** Trustees should promote and support these principles by leadership and example.

Additionally, I agree to the following:

15.2 Law, governing documents, policies and objects

1. I will at all times abide by the law, including education law, charity law, company law and any other relevant legislation or regulations that impact my role as a trustee.
2. I will be fully familiar with, and at all times abide by the Unions Governing Documents, policies and procedures. These include the Memorandum and Articles of Association, the Byelaws,

15.3 The Unions Objects

1. I will support the Unions objects and consider myself its guardian, ensuring that the Union pursues its objects as defined in its Governing Documents and uses its resources exclusively to pursue those objects.

15.4 Relations with others

1. I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.
2. I recognise my responsibility to support the Chair and the Chief Executive and other senior staff members in their pursuit of the law and Governing Documents.

15.5 Protecting the Union's reputation

1. I will not represent the Union to the media or in a public forum without the prior knowledge and approval of the Chair or Chief Executive.

2. When I am representing the Union, my comments will be considered and where possible researched, and will reflect current Union policy even when these do not agree with my personal views.
3. When speaking as a private citizen, I will strive to uphold the reputation of the Union and those who work in it, remembering that even in this capacity my responsibility to the Union is not diminished.
4. I will respect organisational, Trustee Board and individual confidentiality.
5. I will take an active interest in the Union's public image and the students' union sector noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the Union.

15.6 Personal gain

1. Unless specifically and lawfully authorised to do so (for example, under the Education Act 1994), I will not personally gain materially or financially from my role as trustee.
2. I will document expenses and seek reimbursement according to procedure.
3. I will not accept substantial gifts or hospitality without prior consent of the Board of Trustees.
4. I will use the resources of the Union responsibly, when authorised, in accordance with the law and governing documents.

15.7 Conflicts of interest

1. I will always strive to act in the best interests of the Union and its present and future members.
2. I will not put myself in a position where my personal interests conflict with my duty to act in the interests of the Union.
3. I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises, whether or not it is lawfully intended.
4. I will submit to the judgement of the Trustee Board and do as it requires regarding potential conflicts of interests detailed in the Union's policy.
5. I understand that a failure to declare a conflict of interest may be considered to be a breach of this code.

15.8 In the boardroom

1. I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the Union.
2. I will abide by Trustee Board governance procedures and practices.
3. I will strive to attend all Trustee Board meetings, giving apologies ahead of time to the Chair if I am unable to attend.
4. I will study the agenda and other information sent to me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
5. I will honour the authority of the Chair and respect his or her role as meeting leader.

6. I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
7. I will accept a majority Trustee Board vote on an issue as decisive and final, and will not act individually unless specifically authorised to do so.
8. I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or Trustee Board to speak of it.

15.9 Enhancing governance

1. I will actively participate in induction, training and development activities for trustees.
2. I will continually seek ways to improve Trustee Board governance practice.
3. I will strive to identify good candidates for trusteeship and assist with the recruitment and appointment of new trustees on the basis of merit.
4. I will support the Chair in his/her efforts to improve his/her leadership skills.
5. I will support the Chief Executive in his/her executive role and, with my fellow Trustee Board members, will seek development opportunities for him/her.

15.10 Leaving the board

1. I understand that a breach of any part of this code may result in my removal from the Trustee Board.
2. Should I resign from the Trustee Board, I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview. If the Chair is resigning he or she will inform the Chief Executive.

Bye Law 16 – Conflict of Interest Policy

16.1 Introduction:

All Trustees of Solent Students' Union will strive to avoid any conflict of interest between the interests of the Organisation on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

16.2 Purpose

The purposes of this policy is to protect the integrity of the Organisation's decision-making process, to enable stakeholders to have confidence in the organisation's integrity, and to protect the integrity and reputation of Trustees.

16.3 Examples of conflicts of interest include:

- 1 A Trustee who is also a user may be faced with a decision in a committee meeting regarding whether fees for users should be increased.
- 2 A Trustee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions at a committee meeting.
- 3 A Trustee who is also on the committee of another organisation that is competing for the same funding.
- 4 A Trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation or is a Trustee, partner or employee or related to someone who is.

16.4 Upon appointment each Trustee will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

16.5 In the course of meetings or activities, Trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisations' best interests and the Trustee's best interests or a conflict between the best interests of two organisations that the Trustee is involved with. If in doubt the potential conflict must be declared anyway and clarification sought.

16.6 In the case of a conflict of interests arising for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the un-conflicted Trustees may authorise such a conflict of interests where the following conditions apply:

1. The Charity Commission's permission is sought before a benefit for a trustee may be authorised that isn't otherwise authorised in the Memorandum of Articles or already authorised in writing from the Commission.
2. the Trustee who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
3. the Trustee who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is

present at the meeting;

4. The other Trustees who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.
5. Any such disclosure and the subsequent actions taken will be noted in the minutes.

16.7 For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.

16.8 This policy is meant to supplement good judgment, and Trustees should respect its spirit as well as its wording.

Bye Law 17- Members Code of Conduct

17.1 It is important that Members know what standards of conduct and performance is expected of them and allow for fairness and consistency in the treatment of individuals.

17.2 Members are required to abide by this code of conduct whether:

1. On Solent Students' Union premises;
2. At a Union event; or
3. While representing or acting on behalf of Solent Students' Union

17.3 Disciplinary action may be taken in respect of any breach of discipline by members including but not limited to:

1. Threatening or harassing any other person, whether physically or verbally;
2. Assaulting any other person;
3. Any behaviour which is deemed an act of discrimination
4. Any behaviour which causes either a nuisance or distress to members of the local community
5. Damaging Union property, whether deliberately or negligently;
6. Acting in contravention of the Unions Policies;
7. Acting without due regard for the safety of others;
8. Acting with dishonesty or with intent to defraud;
9. Infringement of the equal opportunities policy;
10. Any activity or behaviour which is likely to bring the Union or University into disrepute.

17.4 Any members found to be in breach of the code of conduct will be subject to the Union disciplinary procedure which is available at www.solentsu.co.uk

17.5 Any groups who are in breach of the group code of conduct will be subject to disciplinary procedures which can be found at www.solentsu.co.uk

Bye Law 18 – Campaigning

18.1. Introduction

1. Solent Students Union undertakes hosts or facilitates a variety of activity that might be regarded as involving campaigning or political activity. Political activity is defined by the Charity Commission as activity aimed at securing, or opposing, any change in the law or in the policy or decisions of central government, local authorities or other public bodies, whether in this country or abroad.
2. Campaigning and political activity is undertaken by the union only in support of the delivery of its charitable objects and with due regard to the overall financial position of the union, any risks involved in the proposed activity and its other commitments and legal obligations.
3. This statement describes the different types of activity commonly undertaken by the union or using union facilities, and sets out whom to contact if you have any questions or concerns.

18.2 Campaigning on matters that advance the education and welfare of students

1. From time to time Solent Students' Union undertakes direct campaigning activity to advance the interests of its student members, in their capacity as students. Examples might include campaigning for better contact time, higher quality student housing or a flexible lifelong learning system.
2. Campaigning activity on:
 - i. University Changes
 - ii. Local Issues
 - iii. National Issues

will only be pursued outside of Solent University to the extent that the Trustees believe it will advance the educational experience of students at the university in furtherance of the union's charitable objects.

18.3 Debating activity

1. Solent Students' Union's democratic structures include the opportunity for students to debate, and sometimes take a position on, matters that do not affect students as students. This debating activity is intended to be educational in character and not to influence law or policy outside of the union and the university, meaning that participation in this activity advances the charitable objects of the union.
2. The Union may reach and communicate a "corporate conclusion" on the subject matter of such debates, to the effect that a particular policy or course of action would be desirable, even if that desirability is justified in the course of debate on the effect it would have on persons who are not students. The union will not seek to communicate or otherwise adopt that corporate conclusion outside of the union or

the university, as this may result in the activity exceeding the boundaries of facilitating educational debate within the union and the university.

3. Solent Students' Union is committed to ensure that the processes of debate are fair, non-discriminatory and impartial, even though the subject matter of the debate may be controversial or politically contentious.
4. The corporate conclusion reached by the union is always subject to challenge by counter-motion, reflecting the motion process as one of continuous debate. The union is committed to assisting those who disagree with union policy in the process of preparing a counter-motion to ensure the continuation of that policy debate.

18.4. Campaigning Student Groups

1. Union resources are sometimes used to support clubs, societies and student campaign groups. These are supported and dealt with in an even-handed way, with funding and other resources being made available by the union on a fair, equitable and non-discriminatory basis.
2. This activity is intended to be educational, and so to further the charitable purposes of the union, by encouraging students to develop their political knowledge and awareness and to debate current political issues.
3. The union does not make any direct donations to external organisations, particularly political parties, or causes, and does not permit union resources to be donated to such organisations, parties or causes by clubs, societies or student campaign groups.
4. Students are entitled to provide personal support to political organisations, parties and causes outside the university at their individual discretion, provided they do not use union resources (including resources provided by the union to a student club, society or campaign group) to do so.

18.5. Processes

1. The Union's Trustee Board oversees the process by which this activity is regulated, funded and managed, ensuring that the charitable funds, property and other resources (including the time of a sabbatical officer) of the union are used to further and serve the union's charitable objects.
2. The Union's Board annually reviews activity and expenditure falling within the categories/definitions outlined above, publishing the results of that analysis and this statement in the Annual Report.
3. Anyone with questions or concerns about the activity should contact the SU President on su.president@solent.ac.uk.

