



BYE-LAWS
OF
ASTON STUDENTS' UNION

Charitable Company Limited by Guarantee
Registered Charity Number 1152067
Registered Company Number 8497016

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BYE-LAW 1 | INTERPRETATION

BACKGROUND

1. Aston Students' Union ("the Union") is a charitable company limited by guarantee.
2. These Bye-Laws are made pursuant to the Articles of Association of Aston Students' Union (henceforth Article of Association), adopted on 19 April 2013.
3. These Bye-Laws take into account:
 - 3.1. Education Act 1994 as relating to Aston Students' Union
 - 3.2. Licensing Act 1964
 - 3.3. Aston Students' Union Members Club Rules
 - 3.4. Members' Motions
 - 3.5. Charities Act 2011
4. These Bye-Laws cover the following topics:
 - 4.1. Interpretation
 - 4.2. Membership
 - 4.3. Students' Council
 - 4.4. Union Senate
 - 4.5. Executive Committee
 - 4.6. Student Activities
 - 4.7. Standing Committees of Students' Council
 - 4.8. Conduct of Elections & Referenda
 - 4.9. Standing Orders regarding:
 - 4.9.1. Financial Matters
 - 4.9.2. Welfare Services
 - 4.9.3. Room Allocation
 - 4.10. Union Staff
 - 4.11. The Trustee Board
 - 4.12. Disciplinary Procedure

DEFINITIONS AND INTERPRETATION

5. Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Articles of Association.
6. Additional terms used in these Bye-Laws, not defined by the Articles of Association, shall carry the following meanings:

<u>TERM</u>	<u>MEANING</u>
Athletic Union:	The body governing sporting activity in the Union.
Club:	A sports club society affiliated with the Athletic Union.
Council:	Students' Council, the Union's highest student-run governing body.
Executive Committee or Executive Officers or Executive:	The Executive Committee of the Union, containing full-time Officer Trustees and Part-Time Officers as defined in these Bye-Laws.

Full Members:	All Students at Aston University who have not opted out and all Officer Trustees. Member of the Union entitled to full usage of the building, facilities, and services – as outlined in the Articles of Association and these Bye-Laws.
Group	A society of the Union with no membership fees, unable to receive financial assistance except in the form of capital for events.
Ordinary Meeting:	A regularly scheduled meeting of the Students' Council, to be held more than three times per Academic Year, in accordance with Bye-Law 3.
Society:	A society affiliated with the Union, under the categories: Society, Sports Club, and Group.
Special Meeting:	A meeting of the Students' Council called and held in accordance with Bye-Law 3.
Standing Committee:	A committee appointed by Students' Council to purposefully conduct matters responsibly, for a given area of Union activity.
Student Activities:	The union of all Clubs, Societies, Groups, and student involvement affiliated with the Union.
Union Chairperson or Chairperson:	The chairperson of Students' Council, who is a Part-Time Executive Officer, and whose role and responsibilities are defined in these Bye-Laws.
Union Senate:	The body of students nominated as course representatives.

7. The Articles of Association shall take precedence over these Bye-Laws, and these Bye-Laws shall not be interpreted or applied in any way, which is inconsistent with the Articles of Association.

AMENDMENTS TO THE BYE-LAWS

8. The Bye-Laws of Aston Students' Union are made and amended in accordance with Article 61 of the Articles of Association.
9. An established Good Governance Group (GGG) convened by the Union President shall review the Bye-Laws at intervals of no more than three (3) years. The next Bye-Law review must be completed by June 2019.
10. Amendments to the Bye-Laws may be suggested by the GGG to the Trustees and Students' Council. The Union President, who will put the proposed amendments to the Trustees and Students' Council for approval, will draft such amendments.
11. A special meeting of Students' Council with the primary purpose of constitutional reform may pass changes with only one reading by a two-thirds majority vote of those present and voting.

GUIDANCE DOCUMENTS

12. Rules and provisions made in Guidance Documents provided supplementary to these Bye-Laws shall carry the same weight as rules contained within the Bye-Laws themselves, provided such Guidance Documents are inconsistent with the Bye-Laws or the Articles of Association. The Articles of Association and Bye-Laws shall take precedence over the Guidance Documents.
13. Amendments to Guidance Documents shall remain the authority of the relevant body as detailed in the Bye-Laws. Alterations to Guidance Document can take place at an ordinary meeting of Students' Council with a two-thirds majority vote of those present and voting.

BYE-LAW 2 | MEMBERSHIP AND ANNUAL MEMBERS' MEETING

1. There shall be the following types of members:

- 1.1. Full Members
- 1.2. Reciprocal Members
- 1.3. Associate Members
- 1.4. Honorary Life Members

FULL MEMBERS

2. In accordance with Article 10, all Students registered with Aston University and who have not chosen to opt-out, and all Officer Trustees, shall be Full Members of Aston Students' Union and be entitled to full membership status as outlined in the Articles of Association.
3. No fee shall be payable to become Full Members of the Union.
4. A Student may join or opt-out of membership during the formal University enrolment process. A Student who wishes to opt-out or re-join after initial University enrolment must notify the President.
5. Full Members may introduce and entertain no more than two (2) guests on any one-day. The guest(s) shall provide photographic personal identification and records of these details shall be kept. The member introducing the guest shall be responsible for the Guest Member, and must present the name of the guest and enter his/her student ID card number in the visitors' book, which shall be kept within the Union building.

RECIPROCAL MEMBERS

6. The Union may make reciprocal arrangements with student organisations of other institutions of higher and further education.
7. Reciprocal agreements must be approved Students' Council.
8. Unless otherwise agreed by Students' Council, Reciprocal Members may only make use of the building and facilities, on the production of a current membership card of their particular student organisation.

ASSOCIATE MEMBERS

9. The Students' Council may grant applicants Associate Membership subject to the conditions laid down in the Articles and Bye-Laws.
10. A fee for Associate Membership may be decided by the Students' Council and outlined in the Financial Schedule where indicated.
11. Associate Members shall be entitled to join as members of Sports Clubs and Societies, however their participation in competition is subject to competition rules. Membership fees for clubs are as for other members.
12. Associate Members are entitled to attend Students' Council and Members' Meetings of the Union, however their speaking rights are subject to the Chairperson's discretion.
13. Unless outlined, Associate Members shall be entitled to use the Union building and all services.
14. Associate Membership can be granted for the following examples; including, but not limited to:
 - 14.1. Member of Union or University Staff and Guests:
 - 14.1.1. Any current full members of staff, not including casual student labour or contracted workers on specific projects (such as building re-development) shall be eligible for this category of membership during the term of their employment, for no fee.
 - 14.2. Carers of Members:

14.2.1. Any person who is not a member, who is employed in caring for any Full Members of the Union shall be granted free Associate Membership during the member's membership.

14.3. Members of Aston Graduates Association:

14.3.1. Any member of Aston Graduates Association shall be entitled to become an Associate Member for one Academic Year, for a fee outlined in the Financial Schedule.

14.3.2. A member of Aston Graduates Association may apply for subsequent membership, for a fee outlined in the new Financial Schedule of the relevant upcoming accounting year.

HONORARY LIFE MEMBERS

15. In recognition of services rendered to the Union, the Students' Council may elect Honorary Life Members (HLMs).
16. A nomination form shall be updated yearly by the President to include the spaces for signatures of Full Members of the Union (a number greater than the Executive Committee membership) and space for a short citation. A completed nomination form must be submitted to the Executive Committee.
17. A majority vote of the Executive Committee will allow the nomination to proceed to Students' Council. The President will present the candidates to be voted on, with citations read by the proposer.
18. The proposer, who will be made aware of the decision prior to Students' Council, may present any applications not agreed by the Executive Committee.
19. HLMs shall be entitled to attend Union hosted events with a maximum entry fee of £10 free of charge, provided they contact the Union President forty-eight (48) hours prior to the event.
20. HLMs are entitled to the same benefits as Associate Members, but at no fee.
21. HLMs will receive a certificate signed by the President of the year the Membership was awarded and an HLM card.
22. HLMs shall be entitled to termly updates from the President.

ANNUAL MEMBERS' MEETINGS

23. In accordance with Article 16 of the Articles of Association, the Union must hold an Annual Members' Meeting once in each Academic Year in accordance with the Bye-Laws.
24. For the avoidance of doubt, the Annual Members' Meeting is not a general meeting for the purposes of company law.
25. Agenda submissions for an Annual Members' Meeting shall close at the latest seven working days before the meeting and all papers should be distributed to members at least five (5) working days in advance.
26. The business for an Annual Members' Meeting shall be:
 - 27.1. Roll Call
 - 27.2. Approval of Agenda
 - 27.3. Minutes of the last meeting, and Matters Arising
 - 27.4. Chairperson's Rulings
 - 27.5. Policies
 - 27.6. Governance Update
 - 27.7. Feedback & Question Time
 - 27.8. Any Other Business

28. Additional items may be added by the Board of Trustees or at the discretion of the Chairperson.
29. The Chair of the Annual Members' Meeting shall be the President. In the absence of the Chair, the members present and entitled to vote at the Annual Members' Meeting shall elect one of their number to chair the meeting.
30. The Chair shall:
 - 30.1. be impartial and not participate in any debate;
 - 30.2. ensure the debate is orderly and conducted in accordance with this Bye-Law;
 - 30.3. rule on any matter relating to the conduct of the meeting in accordance with this Bye-Law;
 - 30.4. vacate the Chair if he or she wishes to participate in any debate, or a vote of no confidence in the Chair has been proposed;
 - 30.5. not have a vote, other than a casting vote which can be used to make the final decision when there is a tied vote; and
 - 30.6. suspend any meeting while it is disorderly until the meeting comes back into order.
31. All Full Members of the Union shall be entitled to attend, speak and vote at all Annual Members' Meetings. All Honorary Life Members shall be entitled to attend all Annual Members' meeting, but shall only be entitled to speak at the Chair's discretion and shall not be entitled to vote.
32. Such persons as are not Members of the Union may be admitted to an Annual Members' Meeting at the discretion of the Chair. Such persons shall not be entitled to vote but may be permitted to speak at the meeting with the approval of the majority of those present and eligible to vote.
33. Any person whose presence or conduct prejudices the order or good conduct of a meeting may be ordered to withdraw by the Chair.
34. Quorum for Annual Members' Meetings is one hundred (100) Full Members. At the start of the meeting, the quorum count shall be called. If the meeting is found not to be quorate within half an hour of the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such day, time or place as the Chair may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum.
35. Voting at Annual Members' Meetings shall be as follows:
 - 35.1. Every Full Member is entitled to one vote only which must be exercised in person.
 - 35.2. Voting shall normally be by show of hands unless a secret ballot is called for.
 - 35.3. Any motion or report approved by a majority of those present and eligible to vote at the meeting shall become Policy of the Union at the close of that meeting.
 - 35.4. Any person attempting to register a vote who is not entitled to do so will be deemed to be in breach of this Bye-Law and may be subject disciplinary action.

BYE-LAW 3 | STUDENTS' COUNCIL

1. In accordance with Article 60, there shall be a Council of the Union, comprised of the membership outlined below.

MEMBERSHIP OF STUDENTS' COUNCIL

2. Ex-Officio Members:
 - 2.1. Union Chairperson (Chairperson)
 - 2.2. Executive Secretary (Secretary)
 - 2.3. Union Executive Members
 - 2.4. Members of Standing Committees
3. Members Attending Without Voting Rights:
 - 3.1. Honorary Life Members (HLMs)
 - 3.2. Union Staff
 - 3.3. University Staff
4. General Franchise Members:
 - 4.1. General Franchise members are members who are Full Members of Aston Students' Union and are not covered in the above sections.
 - 4.2. General Franchise members are required to submit a nomination form to the Union Chairperson, proposed and seconded by members of Students' Council.
5. The Students' Council shall advise the Board of Trustees on the allocation of Union resources to promote the interests of its members.

MEETINGS OF STUDENTS' COUNCIL

6. Ordinary meetings of Students' Council shall be for the transaction of general business, and held more than three (3) times an Academic Year.
 - 6.1. The times and dates of each meeting shall be determined by the Steering Committee, and shall be displayed on the Union notice board. Changes will be communicated at least five (5) working days prior to the meeting.
 - 6.2. Agenda submissions for Ordinary Meetings of Students' Council shall close at the latest two (2) days before the meeting. All papers should be made available when submissions have closed.
 - 6.3. Quorum for an Ordinary Meeting of Students' Council will be fifty (50) elected members of Council, or one third of the total registered Council, whichever may be lower at the time the notice of Council is issued.
 - 6.4. Apologies should be sent to the Union Chairperson at least twenty-four (24) hours prior to the meeting.
7. Special Meetings of Students' Council will be called for important specific issues.
 - 7.1. The Chairperson, Executive Committee, twenty (20) members of Students' Council, or forty (40) Full Members of the Union, may call Special Meetings of Students' Council, providing all Councillors with times, location and papers at least five working days prior to the meeting.
 - 7.2. Quorum for a Special Meeting of Students' Council will be thirty (30) elected members of Council, or one third of the total registered Council, whichever may be lower at the time the notice of Council is issued.
8. Emergency Meetings of Students' Council may be called where no such notice can be given, such as a crisis.

- 8.1. The President or Executive Committee may call an Emergency Meeting of Students' Council if twenty-four (24) hours' notice is given. A notice showing the agenda, time and location must be communicated to all members.
 - 8.2. Quorum for an Emergency Meeting of Students' Council will be fifteen (15) elected members of Council, or one third of the total registered Council, whichever may be lower at the time the notice of Council is issued.
 - 8.3. An Emergency Meeting shall only be called if the matter to be discussed is of such urgency that delaying of discussion until an Ordinary or Special Meeting will impair the conduct of the business of the Union.
9. If a quorum is not present within fifteen (15) minutes from the roll call, the meeting shall stand adjourned.
 10. Procedures for the conduct of Students' Council can be found in the Guidance Document (Students' Council).
 11. A Councillor who shall have been absent without giving apologies from two (2) consecutive meetings, or a total of three (3), shall cease to be a Councillor unless reasons for absence are given which the Chairperson considers adequate. The Chairperson shall be responsible for ensuring this process occurs.

OBSERVERS TO STUDENTS' COUNCIL

12. Any Full Member of the Union may attend Students' Council as an observer, subject to the room's accommodation and presentation of valid Aston University ID.
13. The Chairperson has the power to reject observers as they see fit, to have the observer removed should they not comply, or to adjourn the meeting.
14. Non-Members wishing to attend may not do so unless they send a request to do so to the Union Chairperson at least forty-eight (48) hours in advance.

AUTHORITY OF STUDENTS' COUNCIL

15. To deal with the appropriate University authorities on matters of proper concern to the Students of the University.
16. To recommend the budget annual estimates of income and expenditure to the Board of Trustees.
17. To review the Audited Accounts each year and receive periodic financial statements.
18. To establish committees, groups, societies and clubs as may be deemed necessary to fulfil the objects of the Union.
19. To establish such Part-time Executive Officer positions as may be required. Any such positions shall be elected as outlined in these Bye-Laws.
20. To receive reports from Executive Officers and Committees on their actions and such other reports as Students' Council may require.
21. To remove any Executive Officer from his/her position, in accordance with the Articles of Association and Bye-Law 12.
22. Jointly with the Trustees, to approve and amend the Bye-Laws for the Union, including those which govern Students' Council.
23. Members may serve for a period not exceeding one year and shall be eligible for re-election.

AGENDA OF STUDENTS' COUNCIL

24. The business for an Ordinary Meeting of Students' Council shall be:
 - 24.1. Roll Call
 - 24.2. Approval of Agenda

- 24.3. Approval of Minute of the last Students' Council(s) and Matters Arising
 - 24.3.1. Students' Council shall approve as a correct record and sign the minutes of previous meetings. Any member mandated to conduct some action or report to Council at previous Councils must report here.
 - 24.4. Chairperson's Rulings
 - 24.4.1. The Chairperson may make rulings on behalf of Students' Council if a meeting cannot be called. This decision is made of behalf of Students' Council and must be ratified at the next meeting. A defeated ruling must be revoked or withdrawn, where possible.
 - 24.5. Policies
 - 24.5.1. Members of the Union may submit policies or members' motions to assist in the running of the Students' Union.
 - 24.5.2. Policies have a maximum cycle of four (4) years, before they must be renewed, lapsed or re-written
 - 24.5.3. New policies, and those due for review, must be presented to Council.
 - 24.6. Feedback and Question Time
 - 24.6.1. The Executive Officers will present a record of their activities at least once per term. Presentations will be made available to all students.
 - 24.6.2. Councillors will present feedback to Council, mandating the Officers to present all relevant information to appropriate authorities
 - 24.6.3. Any councillor may question another member of Council, at the discretion of the Chairperson.
 - 24.7. Any Other Business
25. Additional items may be added by Steering Committee or at the discretion of the Chairperson.

POSITIVE RECOGNITION AND NEGATIVE ACCOUNTABILITY OF MEMBERS

- 26. If it is felt that a member has achieved more than is expected of them, then a positive commendation may be awarded.
 - 26.1. A positive commendation will have no bearing on future censures.
 - 26.2. Three (3) positive commendations, voted on at separate meetings, will lead to an automatic vote for Honorary Life Membership, effective forty-eight (48) hours post vote.
- 27. A negative censure is a formal reprimand, recorded against the membership of a member, as passed by Students' Council.
- 28. A No Confidence Motion may be submitted to Students' Council after two (2) censures, each censure being passed at separate meetings, provided that in the case of a member who is an Officer Trustee, a motion of No Confidence can only be submitted to Students' Council if triggered by a secure petition of no confidence signed by at least 30% of the members of the Students' Council in accordance with Article 38.2 of the Articles of Association.
 - 28.1. Censures may be passed at meetings of Students' Council, Executive Committee, and Standing Committees.
 - 28.2. Any censure passed at a meeting other than a Students' Council meeting must then be ratified at Students' Council.
 - 28.3. Should a censure be defeated at Students' Council, the committee in question should take a second vote to pass the censure that must then be passed at Students' Council. Should this second motion be defeated at Council, the committee must accept the censure as defeated.

29. After three (3) negative censures, each at separate meetings, an automatic motion of No Confidence is to be proposed at the next meeting of Students' Council.
30. A Motion of No Confidence can be brought straight to the meeting by submitting a No Confidence petition provided that:
 - 30.1. in the case a member who is not an Office Trustee, the petition of no confidence is signed by two hundred (200) Full Members of the Union; and
 - 30.2. in the case of a member who is an Officer Trustee, the petition of no confidence is signed by at least 30% of the members of the Students' Council.
31. Motions of No Confidence to Students' Council must be submitted according to the deadlines set out in paragraph 6.2 of this Bye-Law. They shall not be subject to amendments and shall be placed on the agenda for the meeting.
32. If a Motion of No Confidence is duly passed:
 - 32.1. in respect of a member who is not an Officer Trustee, the member concerned will immediately resign from all elected posts, forfeiting membership to all University and Union committees henceforth; and
 - 32.2. in respect of a member who is an Officer Trustee, the member shall cease to be a Trustee of the Union in accordance with Article 38.2 provided the Union has carried out any steps it is required to take under the Officer Trustee's contract of employment and/or the applicable disciplinary procedure and otherwise in accordance with good employment practice.

BYE-LAW 4 | UNION SENATE

1. There shall be a Senate of the Union, comprised of the membership outlined below.

MEMBERSHIP OF UNION SENATE

2. Ex-Officio Members:

- 2.1. Vice President Education (Chairperson)
- 2.2. Executive Secretary (Secretary)
- 2.3. Undergraduate Students' Representative
- 2.4. Postgraduate Students' Representative
- 2.5. University Representatives (representing learning and teaching)
- 2.6. Union President

3. Elected Members:

- 3.1. Every Course Representative, elected in-school.
- 3.2. A Representative from each School representing research students.

AUTHORITY OF UNION SENATE

4. To provide positive and negative academic experience feedback.
5. To report to all relevant authorities within the University.
6. To represent all Students, subdivided by specific school/course/year.
7. To debate on all academic issues facing students and to make the University aware of any general problems facing the student body.

AGENDA OF THE UNION SENATE

8. The business for a meeting of Union Senate shall be:
 - 8.1. Roll Call
 - 8.2. Approval of Agenda
 - 8.3. Approval of Minute of the last Union Senate(s) and Matters Arising
 - 8.4. Academic Feedback
 - 8.5. Any Other Business

ACCOUNTABILITY OF THE UNION SENATE

9. To advise the Vice President Education and University representatives.
10. Elected members may be removed in accordance with School guidelines.
11. All voting members of Union Senate shall:
 - 11.1. Attend all meetings of Union Senate, or submit acceptable apologies by email to the Vice President Education.
 - 11.2. Attend all relevant meetings within their school.
 - 11.3. Read all relevant information in advance of a Union Senate Meeting.
 - 11.4. Canvass the views of their electorate on best practice and issues, before attending Union Senate, in order to accurately represent them.
 - 11.5. Vote in line with the views and interests of their electorate at Union Senate.
 - 11.6. Bring positive and negative feedback from their electorate to the attention of Union Senate.
 - 11.7. Ensure effective consultation and feedback with their electorate.

BYE-LAW 5 | EXECUTIVE COMMITTEE

1. In accordance with Article 44.2 and Article 46, there shall be an Executive Committee, comprised of the elected membership outlined below.
2. All Executive Committee members take office from 1st July for one (1) academic year.
3. Only Full Members of the Union are eligible to be Executive Officers.
4. Resignations may only be deemed valid when written notice has been sent to the President, or in the case of the President, the Chief Executive.
5. The President, or acting President, shall appoint a Full Member of the Union to any Part-Time Executive or Officer Trustee position that falls vacant, subject to ratification by Students' Council. The co-opted person will fulfil the role until the first possible time that a cross-campus election can be held, at the beginning of the relevant Academic Year.

MEMBERSHIP OF THE EXECUTIVE COMMITTEE

6. There shall be a Chairperson of Students' Council, who will act as Chairperson of the Executive Committee, and an Executive Secretary who shall act as Secretary.
7. Full-time executive Officer Trustees with voting rights
 - 7.1. Union President
 - 7.2. Vice President Education (VPE)
 - 7.3. Vice President Welfare and Communications (VPWC)
 - 7.4. Vice President Student Activities (VPSA)
8. Part-time Executive Officers with voting rights:
 - 8.1. Equalities and Environment Officer
 - 8.2. Executive Secretary (Secretary)
 - 8.3. International Students' Officer
 - 8.4. Marketing Officer
 - 8.5. Postgraduate Students' Officer
 - 8.6. RAG Officer
 - 8.7. Student Engagement Officer
 - 8.8. Non-Portfolio Officer
9. Attendees without voting rights:
 - 9.1. Union Chairperson (unless the vote is a tie, deciding vote is granted)
 - 9.2. Chief Executive Officer (or nominated representative)
 - 9.3. Honorary Returning Officer

TERMS OF REFERENCE FOR EXECUTIVE OFFICERS

10. All Executive Officers shall be members of the following bodies:
 - 10.1. Students' Council
 - 10.2. Executive Committee
 - 10.3. All Standing Committees (in attendance only, unless otherwise stated)
11. The Executive Officers shall be responsible for:
 - 11.1. Ensuring the decisions taken by the Executive Committee, and any Union committees comply with Union governance.
 - 11.2. Ensuring all aspects of the Union are acting in line with all relevant governance.
 - 11.3. Regularly reporting their activity, along with the activity of any committees they represent.
 - 11.4. Presenting a regular report of their activities to Students' Council.

- 11.5. Advising all relevant bodies on actions to be taken for which the particular Officer is responsible.
 - 11.6. Filing their correspondence and handover documents with their mentor.
 - 11.7. Provide a full handover to their successor prior to the fulfilment of their term of office.
 - 11.8. Accepting any additional responsibilities given to them by the Executive Committee or Students' Council.
 - 11.9. Working with the relevant authorities to fully understand and abide by all relevant governance.
 - 11.10. Ensuring Students' Council has a record of all Standing Committee members.
 - 11.11. Collecting and disseminating relevant information covered under their remit.
 - 11.12. Aiding Aston Students, in conjunction with the University, in receiving transferable skills to benefit the Students.
12. Officer Trustees will be entitled to such allowances as determined by Students' Council.
- 12.1. Sabbatical years in office that will be taken as Aston University placements must be pre-approved by the respective school before being elected.
 - 12.2. There is no provision for job-sharing Executive Officer positions.
 - 12.3. All Executive Officers and the Chief Executive must adhere to Staff/Student Protocol.
 - 12.3.1. No one may discuss the performance of a member of staff without following the correct procedure. This serious offence will be referred to Disciplinary Committee.

AUTHORITY OF THE EXECUTIVE OFFICERS

- 13. To co-ordinate the day-to-day running of the Union and act in accordance with Article 46.
- 14. To oversee the activities of the Standing Committees of Students' Council.
- 15. To approve expenditure up to a maximum level given in the Financial Schedule.
- 16. To deal with any matters arising from Standing Committees.
- 17. To liaise with the appropriate external agencies to complete their responsibilities.
- 18. To attend relevant meetings in the Union, University, or externally.
- 19. To advise on matters within their remit.
- 20. To represent the Students' Union and its members.

AUTHORITY OF THE EXECUTIVE COMMITTEE

- 21. To also have the authority of the individual Executive Officers.
- 22. To nominate and appoint the non-student members of Membership Committee.
- 23. To act on behalf of Students' Council on matters of urgency, and shall normally do so throughout the long vacation.
 - 23.1. The President shall report any actions taken to Students' Council.
- 24. To approve expenditure up to a maximum level given in the Financial Schedule.
 - 24.1. Students' Council must approve all levels of expenditure over the upper limit

MEETINGS OF THE EXECUTIVE COMMITTEE

25. Ordinary meetings will be held on a weekly basis during term time and a minimum of twice monthly during the University vacation.
 - 25.1. The final agenda shall be circulated at least twenty-four (24) hours prior to the meeting.
 - 25.2. Apologies must be submitted to the Chairperson and Secretary in advance of the meeting.
 - 25.2.1. The Chairperson has the right to refuse apologies.
 - 25.3. The Chief Executive of the Union must attend twice a month during term time.
 - 25.4. Quorum for all Ordinary term-time meetings is 50% of all occupied voting positions, of which at least one (1) will be an Officer Trustee; during vacation periods, the quorum is 50% of the Officer Trustees.
26. The President, Chairperson, or Secretary may call Special Meetings as required.
 - 26.1. The Chairperson will inform all members by email twenty-four (24) hours prior to the meeting, including the business to be discussed.
 - 26.2. A meeting will be called if requested to do so by three members of the Executive Committee, excluding the Chairperson.
 - 26.3. Quorum for all Special term-time meetings is 50% of all occupied voting positions; during vacation periods the quorum is three (3).
27. The President or Chairperson may call Emergency Meetings.
 - 27.1. One (1) hours' notice is required for such a meeting.
 - 27.2. An Emergency Meeting may only be called when the delaying of discussion until another meeting could be called would impair the positive conduct of the Union. The President will make this decision.
 - 27.3. Quorum for all Emergency Meetings is five (5) members of the Executive Committee.
 - 27.4. A full report of any matters discussed shall be taken to the next ordinary meeting of Executive Committee.
28. Executive Committee may hold closed meetings for any matter of a sensitive nature, which must be communicated to attendees.
29. Part-Time Officers are not required to attend meetings during vacations, but are encouraged to.

ACCOUNTABILITY OF THE EXECUTIVE COMMITTEE

30. The Executive Committee shall keep minutes of their proceedings, which shall be submitted to the Chairperson and President, to be made available to members.
31. As a charitable company limited by guarantee (CLG), no Officer Trustee will be personally financially liable for the debts of Aston Students' Union except in certain limited circumstances (such as a breach of trust by the Officer Trustee, or wrongful or fraudulent trading if the Union is insolvent).
32. All Officers of the Executive Committee are accountable to Students' Council
33. All Officers of the Executive Committee are accountable for their actions, which must adhere to the last-published Articles of Association and Bye-Laws.

UNION CHAIRPERSON

34. The Union Chairperson will ensure the clear and orderly conduct of all meetings in line with the Articles of Association and the Bye-Laws, promoting all democratic functions of Aston Students' Union.
35. The Chairperson will be an ex-officio member of the following Union areas:
 - 35.1. Members' Meetings (Chairperson)
 - 35.2. Students' Council (Chairperson)
 - 35.3. Executive Committee (Chairperson)
 - 35.4. Steering Committee
 - 35.5. Good Governance Group (Secretary)
36. The President will be the mentor for the Union Chairperson.
37. The Union Chairperson will not offer an opinion in Students' Council, unless asked to give one by a councillor.
38. The Union Chairperson will be specifically responsible for:
 - 38.1. Convening Students' Council and meetings of the Executive Committee.
 - 38.2. Preparing the agenda and collating reports for Members' Meetings, Students' Council, and meetings of the Executive Committee.
 - 38.3. Communicating the agenda, previous minutes and policies for discussion to the relevant body a prior to the scheduled meeting.
 - 38.4. Ensuring the Union Policy Manual is up to date and copies are available for members to view, with Steering committee.
39. The Union Chairperson has the following authority:
 - 39.1. To cast a vote to maintain the status quo in the event of a tied vote, when acting as the Chair.
 - 39.2. To authorise action of an emergency nature by Chairperson's Ruling, which must be ratified at Students' Council. The Ruling must be made in the interest of Students' Council.
 - 39.3. To interpret the Union's governance in consultation with Steering Committee where necessary.
 - 39.4. To enforce the Standing Orders of Students' Council.
 - 39.5. To act on behalf of the Honorary Returning Officer.
 - 39.6. To act as Chairperson for a calling together of Membership Committee in the absence of the Union President, and VPE.

EXECUTIVE SECRETARY (EXECSEC)

40. The Executive Secretary will ensure that all Union meetings are properly recorded, work with the Union Chairperson to practice good governance, and administrate the Executive Committee and Students' Council.
41. The President will be the mentor for the Executive Secretary.
42. The ExecSec will be an ex-officio member of the following Union areas:
 - 42.1. Steering (Chairperson)
 - 42.2. Students' Council (Secretary, Vice-Chairperson)
 - 42.3. Executive Committee (Secretary)
 - 42.4. Good Governance Group (Chairperson)
 - 42.5. Union Senate (Secretary)
43. The Executive Secretary will be specifically responsible for:

43.1. Receiving minutes and reports from all Standing Committees, and disseminating them appropriately.

- 43.2. Convening Steering Committee, Students' Council and meetings of the Executive Committee, independently or at the request of the relevant authority.
 - 43.3. Preparing the agenda and collating reports for Members' Meetings, Steering Committee, Students' Council and meetings of the Executive Committee, with the Union Chairperson.
 - 43.4. Communicating the agenda, previous minutes and policies for discussion to the relevant body as outlined per meeting.
 - 43.5. Ensuring the Policy Manual is up to date and copies are available for members to view.
44. The Executive Secretary has the following authority:
- 44.1. To act as the Union Chairperson, when required.
 - 44.1.1. The Executive Secretary will not have the authority to make a Chairperson's Ruling.
 - 44.2. To demand all relevant committees produce accurate minutes of meetings, on request.
 - 44.3. To compel a committee to alter minutes, as appropriate.
 - 44.4. To report lack of accurate minutes to the relevant authority.
 - 44.5. To act as the minute-taker for any meeting where necessary.
 - 44.6. To assist all Union Committees in organising a fixed cycle of meetings.
 - 44.7. To bring breach of governance to the attention of the relevant authority.
 - 44.8. To call a special meeting of the Executive Committee, if required.

PRESIDENT

45. The President will co-ordinate and direct the Union's activities, acting as the Union's chief representative and driver of strategy, proactively seeking out activities and relationships that will positively influence the Union in any possible way.
46. The President shall be an ex-officio member of the following Union areas:
- 46.1. Membership Committee (Chairperson)
 - 46.2. Steering Committee (Secretary)
 - 46.3. Union Senate
 - 46.4. Entertainments Committee
 - 46.5. Annual Members' Meeting (Chairperson)
47. The President shall have the following responsibility:
- 47.1. The President will ensure that all incoming Executive Officers are provided with full and useful training.
 - 47.2. To direct and co-ordinate the activities of the Executive Committee.
 - 47.3. To liaise with the Chief Executive and Chief Operating Officer on Union matters.
 - 47.4. To advise Students' Council on any changes to the Union governance.
 - 47.5. To produce an overall update presentation of developments, reported at each Ordinary Meeting of Students' Council.
 - 47.6. To assist in the preparation of the Union Budget and Financial Schedule with the Chief Executive, Executive, and Executive-elect.
 - 47.7. To present these to Students' Council.
 - 47.8. To report the financial activities of Executive, Standing Committees (including Student Activities grant allocation) and Board of Trustees.

- 47.9. To ensure that the funds of the Union are administered in accordance with the Union Financial Regulations, with the Chief Executive.
- 47.10. To deal with all enquiries from Union treasurers regarding their accounts and to advise on the action to be taken for any additional funding or expenditure.
- 47.11. To promote all Union activities and ensure Union information is available to all members.
- 47.12. To organise and arrange the production of the Freshers' Handbook, Union Journal and Union's media, with the Marketing and Media Manager, and the Executive Committee.
- 47.13. To organise a Graduation Ball in liaison with all appropriate bodies.
- 47.14. To organise Union Colours with the VPSA.
- 47.15. To recruit the Aston Aunties, in collaboration with the other Officer Trustees.
- 47.16. To ensure that Executive Officers follow instructions and mandates of Students' Council.
- 47.17. To call to order the members of the Good Governance Group alongside the Executive Secretary as Chairperson, for the tri-annual Bye-Law Review.
- 47.18. To maintain a record of Honorary Life Members, and to consider requests for access to events as per HLM entitlement.
- 47.19. To act as chairperson for the Annual Members' Meeting, or to delegate the nomination of an acting chair to the AMM Associate Members.
- 47.20. To report the actions of the Union Executive taken over the Summer Vacation to first available Students' Council.

- 47.9. To write an Annual Report at the end of the Academic Year, on the activities of the Union, for the relevant bodies.
 - 47.10. To be in the Union during core hours of 10am-5pm Monday-Friday unless in a University meeting or a meeting external to the Union.
 - 47.11. To be the Sabbatical mentor for the Chairperson and Executive Secretary.
 - 47.12. To assign an appropriate mentor to the Non-Portfolio Officer.
48. The President shall have the following authority:
- 48.1. To represent the Union and student body as a whole on public occasions.
 - 48.2. To coordinate Union cross-campus elections.
 - 48.3. To be delegation leader whenever the Union may be represented, unless otherwise stated in the Bye-Laws.
 - 48.4. To conduct correspondence on behalf of the Union that does not come under the authority of any of the other Executive Officers.
 - 48.5. To be the first Executive Officer signatory for all cheques made out on behalf of the Union.
 - 48.6. To be the first Officer Trustee signatory for all cheques made out on behalf of the Union.
 - 48.7. To develop and administer contracts in conjunction with the Chief Executive with outside bodies, such as local trades people, and obtain concessions.
 - 48.8. To approve usage of the Union building and facilities, in conjunction with the relevant staff.
 - 48.9. To act, in cases of urgency, with relevant staff, to administrate accounts held in the Union system, until Executive Committee has determined appropriate action.
 - 48.10. To command relevant members to answer questions concerning the accounts under their control
 - 48.11. To have ultimate approval of any entertainment act, providing expenditure is approved by the Executive Committee.
 - 48.12. To liaise with the Chief Executive on the administration of rewards and holidays for the Executive Officers.
 - 48.13. To be an Authorised Officer on behalf of Membership Committee.
 - 48.14. Exercise discretionary powers as per University regulations.
 - 48.15. To make Presidential rulings on behalf of the Union Executive, when an Emergency Meeting cannot be called.
- 48.9.1. Any Presidential rulings taken on behalf of the Executive Committee shall be reported at the next meeting of the Executive Committee.
49. To submit committee minutes to the Board of Trustees at the end of the accounting year.

VICE PRESIDENT EDUCATION (VPE)

50. The Vice President Education will lead and promote all Union work in the fields of education and be at the forefront of all Union work in the field of student representation.

51. The VPE shall be an ex-officio member of the following Union areas:

- 51.1. Union Senate (Chairperson)
- 51.2. Membership Committee (Secretary)
- 51.3. Executive Committee (Treasurer)
- 51.4. Student Activities Executive (Treasurer)
- 51.5. Steering Committee (Treasurer)
- 51.6. International Students' Committee
- 51.7. Postgraduate Students' Committee

52. The VPE shall have the following responsibility:

- 52.1. To deal with all matters relating to education and sit on appropriate University and Union meetings.
- 52.2. To coordinate the International Freshers' Week and alternative events during Freshers' Week, with the relevant bodies.
- 52.3. To work with the student representatives from the University, providing training, where appropriate.
- 52.4. To be in the Union during core hours of 10am-5pm Monday-Friday unless in a University meeting or a meeting external to the Union.
- 52.5. To organise the training for Union Officers, with relevant third parties and professional training services.
- 52.6. To ensure that all Union Officers complete a sufficient handover with their respective successor, and to pull together a central store of the handover documents from all Union Officers.

To work alongside steering and the Deputy Returning Officer to maximize involvement and engagement in elections and referenda throughout the year.

- 52.5. To be the mentor of the Postgraduate Students' Officer.
- 52.6. To work with the student representatives from the University, providing training, where appropriate.
- 52.7. To conduct an annual review of the Aston Auntie Guidance Document, upon taking office, and 2 weeks before International Freshers' Week.

The VPE shall have the following authority:

- 53.1. To relay all relevant information and matters concerning the Union Senate to the relevant authorities.
- 53.2. To command full Presidential authority as Acting President when the President is on leave.
- 53.3. To act as Chairperson for a calling together of Membership Committee in the absence of the Union President, as deputy.

VICE PRESIDENT WELFARE AND COMMUNICATIONS (VPWC)

54. The Vice President Welfare and Communications will lead and promote all Union work in the fields of welfare, residences and communications.

55. The VPWC shall be an ex-officio member of the following Union areas:

- 53.1. LGBT+ Committee (Chairperson)
- 53.2. Welfare Committee (Treasurer and Secretary)
- 53.3. Environment and Equalities Committee
- 53.4. Editorial (Secretary & Treasurer)
- 53.5. Membership Committee (Authorised Officer)

56. The VPWC shall have the following responsibility:

- 53.1. To deal with all matters relating to welfare and communications and sit on appropriate University and Union meetings.
- 53.2. To coordinate the International Welcome Week and alternative events during Freshers' Week, with the relevant bodies.
- 53.3. To ensure Aston Aunties have received training, with the VPSA.
- 53.4. To be in the Union during the core hours of 10am-5pm Monday-Friday unless in a University meeting or a meeting external to the Union.
- 53.5. To liaise with the staff of the Advice and Representation Centre.
- 53.6. To act as an LGBT+ Officer, representing the LGBT+ community.
- 53.7. To run elections for the LGBT+ Standing Committee as soon as possible if there are unfilled roles.
- 53.8. To present a balance of the Union Emergency Loan (UEL) accounts to Students' Council each term.
- 53.9. To be the mentor for the International Students' Officer and the Equalities and Environments Officer.
- 53.10. To vet and approve all Union publicity.
- 53.11. To have ultimate veto of any Union publicity that is deemed to contravene Union governance.

57. Alongside the Editorial Committee, the VPWC has the following responsibility:

- 84.1. To determine the editorial policy and select the material for publication, in conjunction with Editorial Committee.
- 84.2. To be responsible for compiling and producing the Union publication, in agreement with the Editorial Committee.
- 84.3. To agree a budget and schedule for the Union publication at the beginning of the academic year, with the Executive Committee.
- 84.4. To ensure the publication is submitted to the relevant authorities for final approval, prior to release.
- 84.5. To ensure that no article contravenes the Union Governance.
- 84.6. To ensure that the publication contains a variety of content, of interest to the student demographic.
- 84.7. To ensure the editorial policy remains apolitical.
- 84.8. To ensure clear definition between the official views of the Union and submitted content.
- 84.9. To correspond with relevant bodies in order to feature diverse content, regular competitions, and offer prizes.

- 84.10. To print retractions, apologies and clarifications as requested by relevant authorities, including but not limited to: Executive Committee, Students' Council, and the Trustees.
- 84.11. To promote and highlight achievements of the Union, members and services.

58. The VPWC shall have the following authority:

- 53.1. To be a UEL Fund Monitor
- 53.2. To administrate the Aston Student Villages Hardship Fund and present recommendations or request top-up funds from the ASV Trustees meeting.
- 53.3. To authorise Aston Student Villages Hardship Fund payments, in liaison with the relevant staff.
- 53.4. To authorise Aston Brook Green Hardship Fund payments, in liaison with the relevant staff.
- 53.5. To meet and speak to outside organisations in order to print regular competitions and offer prizes in each edition of the publication.
- 53.6. To demand that all contributors to the publication meet the deadlines otherwise articles will not be published.

VICE PRESIDENT STUDENT ACTIVITIES (VPSA)

59. The Vice President Student Activities will lead and promote all Union work in extracurricular activities, enabling student development.

60. The VPSA shall be an ex-officio member of the following Union areas:

- 55.1. Student Activities Executive (Secretary)
- 55.2. Steering Committee
- 55.3. All sports club and society committees (in attendance only)

61. The VPSA shall have the following responsibility:

- 56.1. To co-ordinate and direct the activities of the various member clubs and societies registered with Aston Students' Union.

To deal with all enquiries from Union treasurers regarding their accounts and to advise on the action to be taken for any additional funding or expenditure.

- 56.2. To deal with all enquiries from Club and Society treasurers regarding their accounts and to advise on the action to be taken for any additional funding or expenditure.
- 56.3. To formally reward and recognise the activities and achievements of students.
- 56.4. To assist clubs, societies or groups with any problems they may encounter.
- 56.5. To create and maintain a register of all affiliated Societies on a yearly basis.
- 56.6. To coordinate the day-to-day administration of sports clubs and societies.
- 56.7. To organise the taster sessions, day events and Freshers' Fair of Freshers' Week.

- 56.7. To organise Athletic Union Colours, and to support the President in organisation of Union Colours.
- 56.8. To keep control of all records of Student Activities.
- 56.9. To ensure Aston Aunties receive training, with the VPE.
- 56.10. To ensure training for Society committees takes place prior to first term.
- 56.11. To arrange the testing, and maintain the records, of Union drivers.
- 56.12. To be in the Union during core hours of 10am-5pm Monday-Friday unless in a University meeting or a meeting external to the Union.
- 56.13. To be the mentor for the Student Engagement Officer and RAG Officer
- 56.14. The VPSA shall have the following authority:
 - 57.1. To coordinate driving tests for the Union fleet of vehicles.
 - 57.2. To update the registered list of Union drivers and source more drivers.
 - 57.3. To administer BUCS, with the relevant staff, reporting scores and results to the student body.
 - 57.4. To command full Presidential authority as Acting President when the President, VPE and VPWC are on leave.

EQUALITIES AND ENVIRONMENT OFFICER (EEO)

- 62. The Equalities and Environment Officer will lead and promote the equality and environmental initiatives amongst members of Aston Students' Union.
- 63. The EEO shall be an ex-officio member of the following Union areas:
 - 63.1. Equalities and Environment Committee (Secretary & Treasurer)
 - 63.2. Welfare Committee
 - 63.3. LGBT+ Committee
- 64. The EEO shall have the following responsibility:
 - 64.1. To promote campaigns or facilities relevant to the student body, of an equality or environmental nature.
 - 64.2. To start up the LGBT+ Standing Committee, in conjunction with the VPWC at the start of the Academic Year if there are no elected members.
 - 64.3. To coordinate the Aston Go Green Week, in collaboration with the University.

INTERNATIONAL STUDENTS' OFFICER (ISO)

65. The International Students' Officer will represent the interests of all international students who are members of Aston Students' Union.
66. The ISO shall be an ex-officio member of the following Union areas:
 - 66.1. International Students' Committee (Secretary & Treasurer)
 - 66.2. Welfare Committee
 - 66.3. Union Senate
67. The ISO shall have the following responsibility:
 - 67.1. To coordinate organisation of One World Week with the Executive Committee.
 - 67.2. To organise events encouraging engagement of international students in the Union, in Term 1, and then throughout the academic year as necessary.
 - 67.3. To represent international students at Union Senate.
 - 67.4. To liaise with international and cultural societies, through the VPSA.

MARKETING OFFICER (MO)

68. The Marketing Officer will provide useful and relevant research for the Union, whilst promoting Union events through appropriate forums.
69. The MO shall be an ex-officio member of the following Union areas:
 - 69.1. Marketing Committee (Secretary & Treasurer)
70. The MO shall have the following responsibility:
 - 70.1. To work with the Marketing Committee to identify and gather information from the appropriate demographic.
 - 70.1.1. To present this information to the relevant bodies.
 - 70.1.2. To use all practical channels to conduct this research.
 - 70.2. To assist members of the Executive committee requiring research.
 - 70.3. To promote the Union through appropriate channels, with the Executive Committee and relevant staff.
71. The MO shall have the following authority:
 - 71.1. To carry out research in the Union, on the University campus, and wherever else deemed relevant.
 - 71.2. To utilise the marketing resources of the Union.
 - 71.3. To gather appropriate publicity material to aid promotion.
 - 71.4. To coordinate the 'Promo Team' in conjunction with the Marketing and Media manager.

POSTGRADUATE STUDENTS' OFFICER (PGO)

72. The Postgraduate Students' Officer will represent the interests of all postgraduate student members of the Union.
73. The PGO shall be an ex-officio member of the following Union Committees:
 - 73.1. Postgraduate Students' Committee (Secretary & Treasurer)
 - 73.2. Union Senate

73.3. Welfare Committee

74. The PGO shall have the following responsibility:
- 74.1. To protect and promote postgraduate interests.
 - 74.2. To communicate with the relevant staff to liaise with research students.
 - 74.3. To work with the Executive Committee to encourage postgraduate student involvement in the Union.
 - 74.4. To encourage postgraduate students involvement in the Union and University.
 - 74.5. To organise events encouraging engagement of postgraduate students in the Union, in Term 1.

RAG OFFICER (RAGO)

75. The RAG Officer will lead and promote the activities of the RAG volunteers. To provide clear promotion upon the causes supported, and the amounts donated.
76. The RAGO shall be an ex-officio member of the following Union areas:
- 76.1. RAG Committee (Secretary)
77. The RAGO shall have the following responsibility:
- 77.1. To ensure that all necessary arrangements are made with the Police and any other authorities when organising events.
 - 77.2. To liaise with the relevant staff to ensure all events are covered legally.
 - 77.3. To present a termly report to the Students' Council as to the nature and status of the RAG activities.
 - 77.4. To act as President of the RAG Group.
 - 77.5. To fundraise for external charities under the banner of Aston RAG.
 - 77.6. To coordinate, with the RAG Committee, large, high earning, events.
 - 77.7. To work with the relevant committee position(s) and external bodies in the organisation of Presentation Evening.
 - 77.8. To communicate with all relevant bodies representing RAG, on the advice of the Executive and Chief Executive Officer.
 - 77.9. To make, and then report, as much profit as possible to donate to charity.
78. The RAGO shall have the following authority:
- 78.1. To make all statements to the media concerning RAG.
 - 78.2. To coordinate the day-to-day activities of RAG and the RAG Group.

STUDENT ENGAGEMENT OFFICER (SEO)

79. The Student Engagement Officer will encourage the involvement of all students in the Students' Union, including students who do not usually participate.
80. The SEO shall be an ex-officio member of the following Union areas:
- 80.1. Student Engagement Committee (Secretary & Treasurer)
 - 80.2. Welfare Committee

80.3. Student Activities Executive (Treasurer)

81. The SEO shall have the following responsibility:

81.1. To liaise with the all relevant bodies in order to promote increased participation of the Union.

81.2. To encourage the participation of all students in Union activities.

81.3. To coordinate events for the non-stereotypical students, with the Executive Committee.

81.4. To run events in Term 1 to encourage Union engagement.

THE HONORARY RETURNING OFFICER (HRO)

86. There shall be an Honorary Returning Officer who will, assisted by the Steering Committee, govern the elections of Aston Students' Union. The Students' Council shall appoint the HRO for a decided length of term.
87. The HRO shall not have attended Aston University in the past four years, prior to his nomination by the Steering Committee.
88. The HRO shall be an ex-officio member of the following Union Committees:
 - 88.1. Steering Committee (in attendance only)
 - 88.2. Students' Council (in attendance only)
 - 88.3. Executive Committee (in attendance only)
89. The HRO shall have the following responsibility:
 - 89.1. To act as Returning Officer for all campus elections decided by secret ballot.
 - 89.2. To receive and adhere to the Union governance.
 - 89.3. To remain neutral at all times.
90. The HRO shall have the following authority:
 - 90.1. To act as independent adjudicator for Aston Students' Union elections.
 - 90.2. To have the final say on all cross-campus election matters, having taken the Steering Committee recommendation into account.

NON-PORTFOLIO OFFICER (NPO)

91. The Non-Portfolio Officer may be co-opted by the President, with the proviso the newly created position is ratified at the next Students' Council, and put forward for election in the coming term.
92. The NPO shall be an ex-officio member of the following Union areas:
 - 92.1. Non Portfolio Committee
 - 92.2. Any committee deemed relevant to the duties of the NPO
93. The NPO shall have the following responsibility:
 - 93.1. To have responsibility as deemed by Students' Council.
 - 93.2. To have responsibility in line with their role remit.
94. The NPO shall have the following authority:
 - 94.1. To have authority as confirmed by Students' Council.
 - 94.2. To have authority in line with their role remit.

BYE-LAW 6 | STUDENT ACTIVITIES

1. There shall be a Student Activities body of Aston Students' Union, representing affiliated Sports Clubs, Societies, Groups and other student activities affiliated with the Union.

STANDING ORDERS

2. Society:
 - 2.1. Students who share a common interest, paying a minimum of £5 membership fee (to cover the cost of running the society day-to-day). Student Activities, through the Vice President Student Activities (VPSA) or relevant staff, approve Societies. All new Societies must fill out the required application form and have ten (10) members pay the required sign-up fee.
3. Clubs:
 - 3.1. A Society that has a competitive aspect, or requires Club status for insurance purposes.
4. Groups:
 - 4.1. A Society, which has opted to become a 'Group' – students who share a common interest, which does not require members' financial backing.
 - 4.2. Societies which opt to become Groups relinquish financial support from the Union to replace the membership fees they could take from being a society, except in the circumstances of a 'loan' to cover the start-up of events, which they will repay with money raised from the event.
5. Unless otherwise stated, all mentions of "Society" and "Societies" in these Bye-Laws refer to the collection of Societies, Clubs, and Groups.
6. There shall be a Student Activities Annual General Meeting, where members of the Athletic Union, Societies, and Groups will receive a report from the Student Activities Executive Committee (SA Exec) detailing work completed throughout the year.
 - 6.1. Nominees for Club, Society, and Group awards shall be voted on at the meeting.
 - 6.2. The AGM must be held once every Academic Year, at a time enabling maximum membership attendance.
 - 6.3. Notice shall be given at least seven (7) days prior to the meeting, the VPSA shall contact all Committees to inform them as to the date time and place of the meeting
7. SA Exec will administrate the Societies of Aston Students' Union, including financial supervision.
8. A body known as the Athletic Union shall conduct the sporting affairs of the Union.
9. All affiliated Societies must seek the approval of the VPSA before holding events featuring external speakers.
10. Training of Committees shall be held at least once a year, and attendance shall be recorded.
11. All monies raised by Societies for charity will be banked through the RAG account.
12. A Society Committee will coordinate Societies day-to-day running.
 - 12.1. The Committee must comprise a President/Chair, Secretary, Treasurer, and any other positions deemed relevant.
 - 12.2. A Committee must be formally registered with the VPSA, detailing contact details of the Members.

MEMBERSHIP OF STUDENT ACTIVITIES

13. Membership of Societies is open only to Full, Associate or Honorary Life Members of Aston Students' Union.
 - 13.1. Only Full Members may run for Committee positions
14. A Society may be affiliated with Aston Students' Union provided that:
 - 14.1. A list of ten (10) active members is provided on the registration date, with each member paying the annual registration fee (if applicable).
 - 14.1.1. The Society's Committee will set the annual registration fee, which must be a minimum of £5 (five pounds).
 - 14.1.2. There is no registration fee for Groups
1. All affiliated Societies shall have:
 - 45.1. The right to have a stall at Freshers' Fair, subject to approval of the VPSA.
 - 45.2. Access to the Union fleet of vehicles and approved driver register for Society excursions, dependent on funds.
 - 45.3. The right to apply to SA Exec for financial assistance.
 - 45.4. The right to use the clerical services of the Union staff subject to the availability of such services.
 - 45.5. The right to use the prefix "Aston Students' Union" and make use of the Union logo.
2. Official affiliation to Aston Students' Union shall not entail:
 - 16.1. Any financial liability on the part of the Union.
 - 16.2. Agreement, or otherwise, by the Union with the principles of the Society.
 - 16.3. Responsibility of the Union for the conduct of Societies' business.

FINANCIAL REGULATION OF STUDENT ACTIVITIES

17. The VPSA, with relevant staff, will be responsible for allocating the Student Activities block grant. They will ensure that the allocation is re
18. Expenditure of a Society's account shall be regulated, ensuring responsible resource allocation.
 - 18.1. The Committee treasurer/chairperson, VPSA/relevant member of staff, and Union President, must approve expenditures.
 - 18.2. Any claims in dispute should be referred to the Chief Executive for guidance in relation to charity law.
19. No account shall be allocated to a Society not affiliated with the Union.
20. In exceptional circumstances, external banks may hold specific amounts of money affiliated with the Union, should the SA Exec vote in favour of the proposal.
21. The Student Activities body shall allocate portions of its budget, outlined in the Financial Schedule, as grants available to Societies, but not Groups.
 - 21.1. Any recognised Society that ceases to be recognised shall be liable for the repayment of its grant from the Union, along with any outstanding debts.
 - 21.2. No recognised Society shall make grants or subscriptions to any other outside organisation without the written consent of the Union. The nature of this subscription or grant must be publicised to the Union members.

- 21.3. No grant shall be made to any Society not affiliated to the Union.
22. All Societies applying for funding shall submit a written application to the VPSA, which be assessed by the SA Exec.
 - 22.1. All claims are subject to the limits of the Financial Schedule.
 - 22.2. Cash flows expended should be checked with the Chief Executive.
23. If a Society makes no financial transactions for two (2) terms and fails to inform the SA Executive of its continued existence, it shall be assumed to have disbanded.
24. Remaining funds from a dormant Society shall be transferred to the Student Activities main account at the end of the accounting year.
25. No Society shall be allowed to go into debt, in the event of an advance payment being required this must be referred to the Chief Executive along with a budgetary plan of income and expenditure.

BYE-LAW 7 | STANDING COMMITTEES OF STUDENTS' COUNCIL

1. There shall be Standing Committees of Students' Council, comprised of elected members charged with coordinating and overseeing their specific activity areas.

STANDING COMMITTEES

2. The following shall exist as Standing Committees of Students' Council:
 - 2.1. Aston Brook Green Management Committee
 - 2.2. Editorial Committee
 - 2.3. Entertainments Committee
 - 2.4. Equalities and Environment Committee
 - 2.5. International Students' Committee
 - 2.6. LGBT+ Committee
 - 2.7. Marketing Committee
 - 2.8. Postgraduate Students Committee
 - 2.9. RAG Committee
 - 2.10. Steering Committee
 - 2.11. Student Activities Executive
 - 2.12. Student Engagement Committee
 - 2.13. Welfare Committee
3. Each Standing Committee, the Executive Committee, the Union Senate and the Students' Council are able to create and dissolve sub-committees, as and when the respective body sees fit, to deal with issues of a special interest.

RESPONSIBILITY OF STANDING COMMITTEES

4. To conduct themselves in accordance with Union Governance.
5. To control expenditure and monitor actual performance against budget.
6. To keep up to date with current thinking and developments in the relevant area.
7. To refer any unresolvable disputes to the Executive Committee, or Students' Council.
8. To notify Student Activities and relevant bodies of all external speakers.
9. To promote student involvement in the Union.
10. To liaise with other Union committees where and when relevant.
11. To attend the Students' Council.
12. To assist the Executive Officers in fulfilling responsibilities within their remit.

AUTHORITY OF STANDING COMMITTEES

13. To approve expenditure within the set budget, as outlined in the Financial Schedule.
14. To define the duties, responsibilities and authority of the individuals responsible for the functions which the committee controls.

ACCOUNTABILITY OF STANDING COMMITTEES

15. To minute their proceedings and submit these to the Executive Secretary, no later than seven (7) calendar days after the meeting.
16. To present a report to Students' Council on their activities when appropriate.

STANDING ORDERS FOR STANDING COMMITTEES

17. All Standing Committees shall conduct Ordinary Meetings at least three times per term, unless otherwise specified in these Bye-Laws:
18. All associated paperwork shall be sent out to members of the committee.
19. The relevant Executive Officer shall ensure that all Standing Committees meet as required.
20. All Standing Committees will elect a Chairperson at their first meeting unless otherwise instructed in these Bye-Laws.
21. The Secretary or Chair of a Committee may call a Special Meeting giving at least twelve (12) hours' notice.
22. Only items set out in the agenda shall be considered at any Special Meeting.
23. A member of a Standing Committee who fails to attend three (3) meetings without sending apologies shall be deemed to have resigned. This is at the discretion of the chair.
24. Any member of the Union may attend Standing Committee meetings, except when in closed session.
25. The quorum of each committee shall be four (4) members, excluding the Chairperson unless stated otherwise.
26. Standing Committee meetings will be less formal than Students' Council meetings and it will be at the discretion of the chairperson to determine how the proceedings should be conducted.
27. The Chairperson and Secretary shall be responsible for allocating and delegating the activities to all members of the Committee.

MEMBERSHIP ELECTIONS FOR STANDING COMMITTEES

28. Unless stated explicitly in the Terms of Reference below, each Standing Committee will be elected at the first Students' Council of the Academic Year.
29. If the first Students' Council of the year has passed, members can be co-opted to a committee by the Chairperson, unless explicitly stated in these Bye-Laws.
30. Committees with limited, or specifically named, positions must hold an election.

TERMS OF REFERENCE FOR STANDING COMMITTEES

EDITORIAL COMMITTEE (EC)

31. The Editorial Committee will ensure the production of the Union publication on schedule and within budget.
32. The EC shall comprise of the following members:
 - ~~32.1. Vice President~~ Welfare & Communications (Secretary & Treasurer)
 - 32.3. A minimum of five (5) members of the Union
33. The EC shall be responsible for:
 - 33.1. Production of the Union publication on schedule and within budget.
 - 33.2. Selecting the material for publication.
 - 33.3. Promoting the release of the publication.
 - 33.4. Ensuring that no article contravenes the Union's governance, or affects the positive image of the Union.
 - 33.5. Ensuring that the publication contains a variety of sections.

- 33.6. Coordinating a team of writers and contributors.
- 34. The EC shall have the following authority:
 - 34.1. To communicate with outside organisations in order to print regular competitions and offer prizes in each edition of the Journal.
 - 34.2. To demand that all articles are submitted within set deadlines.

ENTERTAINMENTS COMMITTEE (ENTS)

- 35. The Entertainments Committee (ENTS) will be responsible for entertainment services provided by Aston Students' Union.
- 36. The ENTS committee will be elected during the second academic term, before approval by Students' Council.
- 37. The ENTS Committee shall comprise of the following members:
 - 37.1. Technical Coordinator (Chairperson)
 - 37.2. Secretary
 - 37.3. Door Coordinator
 - 37.4. DJ Coordinator
 - 37.5. Social Secretary
 - 37.6. Marketing and Media Manager (Staff) (Treasurer) (In attendance)
 - 37.7. Bars Representative (Staff) (In attendance)
- 38. There shall be an 'ENTS Crew Group', under the control of the Entertainments committee, responsible for the logistics of events.
- 39. The ENTS Committee shall have the following responsibilities:
 - 39.1. To provide, where appropriate, the necessary technical advice, support, and facilities for the successful running of an event.
 - 39.2. To ensure training is provided for all 'ENTS crew'.
- 40. The ENTS Committee shall have the following authority:
 - 40.1. To coordinate the execution of various events throughout the year.
 - 40.2. To liaise with the Union Executive in regards to external agents.
 - 40.3. The Entertainments Committee shall be responsible for informing the Security Team, event manager and Union staff of legal breaches, leading to the closure of events.

EQUALITIES AND ENVIRONMENT COMMITTEE (EEC)

- 42. The Equalities and Environment Committee shall promote and coordinate equality and environmental initiatives, and co-ordinate the Union's response to such issues.
- 43. The EEC shall comprise of the following members:
 - 43.1. Equalities and Environment Officer (Secretary and Treasurer)
 - 43.2. Vice President Welfare and Communications
 - 43.3. A minimum of five (5) members of the Union
- 44. The EEC shall be responsible for:
 - 44.1. Spearheading initiatives of an equality or environmental nature.

- 44.2. Supporting the Officer by ensuring all aspects of the Union are acting in line with equality policies.
- 44.3. Assisting in any relevant equality and environmental projects, at the discretion of the EEO.

INTERNATIONAL STUDENTS' COMMITTEE (ISC)

- 1 The International Students' Committee will promote and communicate the Union to international students, whilst presenting the interests of all international members.
- 2 The ISC shall comprise of the following members:
 - 63.1. International Students' Officer (Secretary and Treasurer)
 - 63.2. Vice President Education
 - 63.3. A minimum of five (5) full time members of the Union.
- 3 The ISC shall be responsible for:
 - 47.1. Organising and coordinating events encouraging involvement of international students, including One World Week.
 - 47.2. Communicating any feedback to the ISO on behalf of international students.

LESBIAN, GAY, BI, TRANS COMMITTEE (LGBT+)

- 48. LGBT+ shall be the foremost advisor to the Union on LGBT+ issues, and provide related welfare services to those who desire them.
- 49. LGBT+ shall elect committee members in a meeting of the LGBT+ Group, taking place at a time allowing elected members to undergo handover during the summer term, before approval at the next meeting of Union Council.
- 50. The LGBT+ shall comprise of the following members:
 - 50.1. Vice President Welfare and Communications (Chairperson)
 - 50.2. President
 - 50.3. Treasurer and Secretary
 - 50.4. Female Welfare
 - 50.5. Male Welfare
 - 50.6. Social Secretary
 - 50.7. Social Secretary
 - 50.8. Equalities and Environment Officer
- 51. The LGBT+ shall be responsible for:
 - 51.1. Liaising with the Union and University on all LGBT+ issues.
 - 51.2. Providing support to all members regarding related welfare issues.
 - 51.3. Administrating the LGBT+ Group

MARKETING COMMITTEE (MC)

- 52. The Marketing Committee will assist the Executive Committee by providing information concerning the students demographic.
- 53. The MC shall comprise of the following members:
 - 53.1. Marketing Officer (Secretary & Treasurer)
 - 53.2. Marketing and Media Manager (In Attendance)
 - 53.3. Survey coordinator
 - 53.4. Online promotions
 - 53.5. A minimum of three (3) members of the Union

54. The MC shall have the following responsibilities:
 - 54.1. To identify and gather information from the appropriate demographic.
 - 54.2. To present this information to the relevant bodies.
 - 54.3. To assist members of the Executive committee requiring research in their own specific areas.
 - 54.4. To promote the Union through appropriate channels.
55. The MC shall have the following authority:
 - 55.1. To carry out research that will attempt to better understand members' views on student life, representation and requirements.
 - 55.2. To carry out such research in the Union, on the University campus, and anywhere else deemed necessary.
 - 55.3. To liaise with relevant bodies during the conduct and communication of such research.

MEMBERSHIP COMMITTEE (MEMC)

56. The Membership Committee will meet to investigate breaches of good Union order by any given member, referring to the Union governance
57. The MemC shall comprise of the following members:
 - 57.1. President (Chairperson and Authorised Officer)
 - 57.2. Vice President Welfare and Communications (Authorised Officer)
 - 57.3. Vice President Education (Secretary)
 - 57.4. Three (3) members of the Union, who are not elected Officers
 - 57.5. Two (2) non-students, appointed by the Executive Committee
58. The MemC shall be responsible for:
 - 58.1. Investigating any breach of good order by members of the Union, on Union property, or any action bringing the Union into disrepute.
 - 58.2. Directing a member against whom a complaint has been lodged to attend a meeting at which the matter is being dealt with.
 - 58.3. Compiling a list of possible members at the first Ordinary Meeting of Students' Council and maintaining this list throughout the year.
 - 58.4. Providing seven (7) calendar days' notice of any meeting to be held.
 - 58.5. Informing all relevant parties of the case outcome.
59. The MemC shall have the following authority:
 - 59.1. To withhold any information that is deemed confidential.
 - 59.2. To impose the following penalties in accordance with the Union's Code of Conduct:
 - 59.3. Removal of any or all rights associated with a member of the Union, as outlined in these Bye-Laws, for a period not to exceed three (3) months.
 - 59.4. To demand payment for any damage to the Union, or property within.
 - 59.5. A fine up to a maximum limit set by the Board of Trustees, outlined in the Financial Schedule.

- 59.6. Referral to such other authorities as the Membership Committee considers appropriate.
 - 59.7. The option of community service in place of a set fine.
 - 59.8. Membership Committee shall have the authority to impose the same penalties as above on non-members, such as graduates.
60. The MemC shall be accountable as follows:
- 60.1. The President shall inform the Executive Committee and Students' Council on any developments during Ordinary Meetings. There shall be a right of appeal to Executive Committee as set out in the Membership Committee Procedure Document.
 - 60.2. The MemC shall meet as necessary.

POSTGRADUATE STUDENTS COMMITTEE (PGC)

- 61. The Postgraduate Students' Committee will promote and communicate the Union's work with postgraduate Students, and represent their interests and needs to all relevant bodies.
- 62. The PGC shall comprise of the following members:
 - 62.1. Postgraduate Students' Officer (Secretary and Treasurer)
 - 62.2. Vice President Education
 - 62.3. A minimum of five (5) members of the Union, representing Postgraduate members
- 63. The PGC shall be responsible for:
 - 63.1. Raising awareness of issues relating to postgraduate Students, undertaking activities in the interests of postgraduate members.
 - 63.2. To organise events in the Union, that will encourage postgraduate student involvement.

RAG COMMITTEE (RAG)

- 64. RAG will promote and co-ordinate charitable activities, with all surplus raised donated to charitable causes external to the Union.
- 65. RAG shall elect committee members in a meeting of the RAG Group, taking place at a time allowing elected members to undergo handover during the summer term, before approval at the next meeting of Students' Council.
- 66. RAG shall comprise of the following ex-officio members:
 - 66.1. RAG Chair (Chairperson)
 - 66.2. RAG Officer (Secretary)
 - 66.3. Finance Officer (Treasurer)
 - 66.4. Vice President Student Activities (in attendance only)
 - 66.5. A minimum of five (5) members of the Union
- 67. RAG shall be responsible for:
 - 67.1. Deciding the nature and content of RAG activities.
 - 67.2. Promoting all charitable activities available to members.
 - 67.3. Determining whether a RAG magazine should be produced and organise its production.
 - 67.4. Organising the payments and collection of charitable donations in line with current charity law.
 - 67.5. Completing a handover of all duties during Term 3.

68. RAG shall have the following authority:

68.1. To approve all activities undertaken in the name of RAG.

68.2. To ensure all external charity donations raised by members are processed through the RAG account.

STEERING COMMITTEE (SC)

69. The Steering Committee will be responsible for organising Ordinary Meetings of Students' Council, the administration of elections and advising on constitutional matters.

70. The SC shall comprise of the following members:

70.1. Executive Secretary (Chairperson)

70.2. President (Secretary)

70.3. Vice President Education (Treasurer)

70.4. Union Chairperson

70.5. A minimum of five (5) members of the Union

71. The SC shall be responsible for:

71.1. Organising and publicising all Ordinary Meetings of Students' Council.

71.2. Organising and publicising cross-campus elections.

71.3. Assisting in the running of all Union elections.

71.4. Organising Referenda.

71.5. Advising the Union Chairperson on the interpretation of the governance

71.6. Ensuring all Union Policies are reviewed a maximum of every four years, by presenting each policy to the Steering Committee and Students' Council for approval, lapse or rewrite.

72. The SC shall have the following authority:

72.1. To discuss problems with, and to recommend changes to, the Bye-Laws to the Students' Council and the Board of Trustees.

72.2. To notify Students' Council if a proposed motion contradicts or repeats any existing policy.

72.3. To set the timetable for elections.

72.4. The SC shall meet prior to each Students' Council, or as deemed necessary.

STUDENT ACTIVITIES EXECUTIVE COMMITTEE (SA EXEC)

73. The Student Activities Executive Committee will be the authority on all areas of the Student Activities department, including governing Societies.

74. The committee members will be elected at the Student Activities AGM, subsequently ratified at the next meeting of Students' Council.

75. The SA Exec shall comprise of the following members:

75.1. SA Chair (Chairperson)

75.2. Vice President Student Activities (Secretary)

75.3. Student Engagement Officer (Treasurer)

75.4. A minimum of five (5) members of the Union

76. The SA Exec shall be responsible for:

- 76.1. To arrange the Student Activities AGM, in accordance with the Student Activities Bye-Law.
- 76.2. Ensuring that feedback from Societies is taken into consideration, and to act upon such feedback if necessary.
- 76.3. Aiding and awarding the Student Activities grant process.
All applications must be received in meetings of SA Exec, made by a representative of the Society requesting assistance.
- 76.4. Regulating the running of Societies, to guide and control them if circumstances dictate.
- 76.5. To co-ordinate the activities of Societies.
- 77. The SA Exec shall have the following authority:
 - 77.1. To administer recognised certificates on behalf of the Union.
 - 77.2. To advise Students' Council on the extracurricular activities of students.
 - 77.3. To maintain the Union's fleet of vehicles, as well as all kit, equipment, and areas allocated to the use of Societies.
 - 77.4. The SA Exec, in consultation with external bodies, may withhold affiliation should a Society breach Union governance.
 - 77.5. Should an issue arise involving an affiliated Society, mediation between the parties involved shall be coordinated by the VPSA and appropriate counsel.
 - 77.6. If an issue is unresolved, the SA Exec retains the right to dissolve affiliation with a Society, subject to ratification at Students' Council.
 - 77.7. The SA Exec has the right to proactively investigate the running of and financial transactions of any Society at any time, reporting them to the VPSA or SEO.
 - 77.8. Failure to conduct an investigation into inconsistencies by the VPSA or will lead to censure or vote of no confidence.
 - 77.9. If improper proceedings are found then they shall pass the details onto the relevant authority.

STUDENT ENGAGEMENT COMMITTEE (SEC)

- 78. The Student Engagement Committee will promote and encourage the involvement of all students in the events and activities of the Union.
- 79. The SEC shall comprise of the following members:
 - 79.1. Student Engagement Officer (Secretary and Treasurer)
 - 79.2. Vice President Student Activities
 - 79.3. A minimum of five (5) members of the Union
- 80. The SEC shall be responsible for:
 - 80.1. Organising, coordinating, and promoting events aimed at encouraging engagement in the Union to the wider student body.
 - 80.2. Promoting the involvement of non-traditional Students throughout the Union.

WELFARE COMMITTEE (WC)

- 81. The Welfare Committee will be responsible for organising, co-coordinating and promoting the welfare facilities of the Union.
- 82. The WC shall comprise of the following members:

- 82.1. Vice President Welfare and Communications (Secretary and Treasurer)
- 82.2. International Students' Officer
- 82.3. Postgraduate Students' Officer
- 82.4. Equalities and Environment Officer
- 82.5. A minimum of five (5) members of the Union

83. The WC shall be responsible for:

- 83.1. Liaising with appropriate bodies in relation to welfare issues.
- 83.2. Campaigning to raise awareness of and provide information about welfare issues of importance to students.

84. The WC shall have the following authority:

- 84.1. To organise and promote welfare campaigns to the student body.

BYE-LAW 8 | ELECTIONS AND REFERENDA

1. There shall be democratically elected positions within Aston Students' Union.
2. There shall be cross-campus elections by secret ballot for the Executive Committee of Aston Students' Union positions in Term 2 of each Academic Year, as outlined in Bye-Law 5.
3. Specific rules governing the conduct of elections for the Executive Committee elections shall be outlined in the Election Guidance Document (EGD) and maintained by the Executive Secretary, Union Chairperson and President. If the Executive Secretary, Union Chairperson, or President run in the elections, Steering Committee shall elect a member of their cohort to coordinate the elections.
4. Any changes proposed to the EGD must be ratified at a meeting of Students' Council.
5. All nominated Officer Trustee candidates must give consent to be fully vetted by the Chief Executive on behalf of the Board of Trustees, prior to the commencement of campaigning, or be removed as a candidate.

TIMELINE OF CROSS-CAMPUS ELECTIONS

6. Notice of the election shall be given seven (7) calendar days in advance of the opening of nominations. The notice shall include the following dates: nominations opening, nominations closing, campaigning commencement, the count and the results.
7. Promotion of the elections will begin a minimum of three weeks in advance of nominations opening.
8. Nominations shall close a minimum of seven (7) calendar days after nominations open.
9. The poll shall be held at least seven calendar days after the first candidates' meeting.
10. The Chairperson, on behalf of the Honorary Returning Officer (HRO), shall publish the names of the candidates, before campaigning commences.
11. In the event of no nominations being received for a post, which has been advertised, the HRO may extend the time for nominations to that or all posts, determine a new date for the elections, or co-opt a member into the role.
12. All candidates shall stand against the option of Re-Open Nominations (RON).

ELECTION CANDIDATES

13. A member of Steering Committee who intends to take part in an upcoming election campaign must declare their interest before planning commences. Failure to do so may result in punishment, at the discretion of the HRO.
14. All campaign team members and nominators shall be Full Members of the Union.
15. All candidates must be Full Members of the Union for the entirety of their elected year in office.
16. No candidates for part-time positions should take a placement year during their year in office.
17. Re-Open Nominations (RON) shall be an official candidate in all elections.
 - 17.1. Steering Committee will promote the RON option.

CROSS-CAMPUS VOTING

18. Voting in all Union elections shall be by a single transferable vote system.
19. Voting shall take place as outlined in the Elections Guidance Document.
20. No physical campaigning will be within sight or sound of a voting station.
21. Manifestos shall be made available to all members of the Union.

22. No Student shall vote twice in the same election.
23. Voting stations will be operated at the discretion of Steering Committee.
24. Names should be randomly ordered on the ballot.
25. Any member who is on a placement year at the time of cross-campus elections may vote by a method decided by the Steering Committee.
26. The Vice President Education (VPE) shall ensure that all placement students be provided with clear voting instructions.

COUNTING OF ELECTIONS

27. The Honorary Returning Officer, who governs the cross-campus elections, will be selected by Steering Committee at least one (1) month prior to elections. Students' Council must approve the HRO.
28. The Honorary Returning Officer shall supervise the Count, as outlined in the Election Guidance Document.
29. Each candidate, or a nominated proxy, may attend the Count.
30. In the event of a tie, the Honorary Returning Officer shall determine a re-election between all candidates in the tied election, to take place within a week.

CONDUCT OF ELECTIONS

31. Steering Committee will act as an advisory body for the HRO. They will conduct the day-to-day operations of the election.
32. Any contravention of the rules outlined in the Election Guidance Document may lead to punishment. Any action taken will be at the discretion of the Honorary Returning Officer.
33. No campaigning may take place prior to the start date/time announced.
34. Candidates must obtain approval to display promotional material.
35. No candidate or any other person shall financially bribe any voter.
36. All candidates and their supporters must campaign in a socially acceptable manner.
37. Candidates may claim election expenses in line with the Election Guidance Document.
 - 37.1. Candidates who are disqualified, or otherwise ejected from the election, shall forfeit their right to a refund of expenses.

STUDENTS' COUNCILLOR ELECTIONS

38. There shall be nominations for Students' Councillors throughout the year.
39. Each Students' Councillor should provide a nomination form to the Union Chairperson.
 - 39.1. Each Students' Councillor must have a proposer and a seconder, who are Full Members of the Union.
 - 39.2. Each nomination form must detail name, student number, year of study, contact details, and the details of the proposer/seconder.
 - 39.3. Nomination forms for Students' Council must be received before the meeting.
 - 39.4. A Members' Meeting of the Union shall be held prior to the first Students' Council of the Academic Year, where all members of the Council must be ratified by the membership present and voting.
40. If the above are fulfilled, then a Students' Councillor will be deemed elected.

UNIVERSITY COMMITTEE ELECTIONS

41. Candidates will be elected, if required, at Students' Council.

REFERENDA

42. In accordance with Article 15, a Referendum may be called on any issue by:
- 42.1. A resolution of the Trustees
 - 42.2. A majority vote of the Students' Council
 - 42.3. a Secure Petition signed by at least two hundred (200) Full Members (or, in the case of a Referendum to pass a motion of no confidence in a Trustee, a Secure Petition signed by at least five hundred (500) Full Members).
43. The question to be set shall be determined by the group calling for the Referendum. The phrasing of the question, and the options, should be decided by Steering Committee.
44. Referenda will be held by secret ballot.
45. Notice of a Referendum shall be given twenty-eight (28) full days before the date of the ballot.
- 45.1. The Notice shall include the question to be put to the members of the Union, the options available to vote for and the date by which the campaign teams must register.
 - 45.2. The closing date for campaign teams to register shall not be less than fourteen (14) days after the notice of Referendum.
46. For each of the options for which the members can vote on there can be up to three (3) campaign teams.
- 46.1. The campaign team must register with Steering Committee by the date set out in the notice of elections.
 - 46.2. Each campaign team must have a chairperson and at least two (2) supporters. The chairperson, the supporters and campaign team must be Full Members.
 - 46.3. When the campaign team registers, they must submit a manifesto, outlining their arguments, which must be no longer than two (2) sides of A4.
 - 46.4. The chairperson of a campaign team shall be treated as a candidate for the purposes of election regulations.
47. Campaign teams who require financial assistance should state their case on one (1) side of A4, and this should be handed to the VPSA at the same time as registering. The case should state why the money is required and what the team plans to with the money.
- 47.1. Steering shall allocate a budget to each campaign team as deemed appropriate by the merits of each case. The maximum budget allocable shall be outlined in the Financial Schedule.
 - 47.2. Each of the options for which the members can vote should be funded equally, allowing a claim back of all expenses, according to the Financial Schedule.
48. Any campaign team going over the budget could be withdrawn from the Referendum and held personally responsible for the surplus.
49. In accordance with Article 15.2, the quorum for Referenda (except in the event of a motion of no confidence in a Trustee) shall be at least 500 Full Members, and a resolution may only be passed by Referendum if a simple majority of the votes cast are in favour of the resolution.
50. In accordance with Article 38.1, in the event of a motion of no confidence in a Trustee (which has been triggered by a Secure Petition signed by at least five hundred (500) Full Members), the quorum for a Referendum shall be at least seven hundred (700) Full Members and a resolution may only be passed if a simple majority of the votes cast are in favour of the resolution.

BYE-LAW 9 | ASTON STUDENTS' UNION STANDING ORDERS

1. There shall be Standing Orders for areas of particular importance forming Aston Students' Union.

FINANCIAL MATTERS

2. The Union President and the Chief Executive will jointly prepare estimates of the income and expenditure for the coming year for discussion at the June Meeting of the Board of Trustees. The final forecast account, along with the Board's recommendation on the size of the block grant, will be presented to the University Council.
3. There shall be a Financial Schedule that states the degree of financial responsibility of each Union committee, the fee for Associate Membership, transport and other expenses and all other statutory amounts of money applicable to this constitution.
 - 3.1. The Board of Trustees shall agree the Financial Schedule on a recommendation from the Executive at the first Meeting of the Academic Year.
 - 3.2. Any expenditure over what is presented in the Financial Schedule must be referred to the Board of Trustees.
4. Union Committees have the power to approve running costs chargeable to their account. The responsible committee can approve capital expenditure up to the level given in the Financial Schedule.
5. All records of Student Activities expenditure shall be submitted to the President for approval.
6. The Union President, or the Chief Executive shall have power to pay bills in advance of the Union Committee approval, providing they are satisfied that the item is in order and delay cannot be accepted.
7. The Chief Executive may authorise expenditure to meet all running costs for the Union building e.g. wages, cleaning materials, etc.
 - 7.1. They may authorise capital expenditure up to the level given in the Financial Schedule.
 - 7.2. In cases of extreme emergency, the Chief Executive may authorise capital expenditure for sums exceeding this level providing that they notify the President first.
8. Capital expenditure involving sums of more than the level in stated in the Financial Schedule must be submitted to the Board of Trustees for approval, after consideration by the Executive Committee.
9. If at any time the Board of Trustees authorise the borrowing of money, this will require a full cash projection by the Chief Executive, including Investment Appraisal.
10. The expenses of Executive Officers shall be countersigned by the President or VPE and submitted for approval by the Chief Executive. These shall be reimbursed as detailed in the Financial Schedule.
11. Car drivers will receive a mileage rate as laid down in the Financial Schedule.
12. Out-of-pocket expenses will be paid to all persons representing the Union. This is at the discretion of the President, and Chief Executive.
13. Goods and services may be ordered on credit when necessary, and must be submitted to the Finance Department with the relevant forms.
 - 13.1. If the appropriate form is not used or if the President or VPE does not countersign the order, the Union may not be prepared to pay for the goods or services. The debt would then be the responsibility of the member placing the order.
14. Any member of the Union may make a petty cash claim for expenditure on the Union's behalf. Cash payments shall not exceed the level given in the Financial Schedule. Payments over the level will be by cheque or BACS payment.

15. In the case of cash purchases, a claim should be presented to the relevant officer of the area from which the person wishes to make a claim.
16. Each Sports Club and Society Committee will determine the amount that its Officers are permitted to spend without the Committee's prior approval. The amount will be notified to the Union President.
 - 16.1. Expenditure for sums greater than this amount may be authorised by the Committee's Treasurer without the Committee's prior approval in cases of extreme emergency only.
17. The Chief Executive and the Union President will keep the Union's investments under continuous review and advise the Board of Trustees where changes or additional investments are necessary.
18. The Board of Trustees will have complete authority to decide on all matters relating to investments.
19. All money received by any Society must be paid in to the Union Finance Office as soon as possible and in any case not later than two (2) working days after receipt.
20. Any income (i.e. subscriptions, collection, entry charges), must not be used in whole or part for the payment of expenses, but shall be handed over intact as required above. Any payment, which would fall as a charge against such income shall be authorised and paid as outlined above.
21. The Chief Executive is responsible for maintaining the Union account and the accounts of all Union Standing Committees, Societies and Sports Clubs. Details of transactions will be entered into the ledger.
22. The VPSA will be responsible for answering all queries from Committees, Society and Sports Club Treasurers relating to their accounts if the Treasurer of the relevant Committee is unable to do so.
23. The VPSA may freeze any account, which in their opinion is being improperly controlled or is in danger of overspending or has overspent its budget. They will report this action to the Executive and/or Membership Committee who will determine any further action necessary.
24. The Chief Executive will have full responsibility to make or change all arrangements for banking, the payment of cheques and the keeping of the Union's financial records, including the following:
 - 24.1. The nature and the keeping of the Union's financial books and records. The Board of Trustees or Union Executive can call for the production of such books and records at any time.
 - 24.2. The signature on cheques and contracts, except that:
 - 24.2.1. The Chief Executive or their authorised deputy and relevant student officer will sign all cheques.] [At least two (2) trustees must sign all cheques.]
 - 24.2.2. The Chief Executive will sign all contracts. Any difficulties arising from the signing of contracts or cheques will be referred to the Executive Committee for decision.
 - 24.2.3. A nominee company shall be authorised by the Board of Trustees to hold, as nominee for the Union, stocks and shares and to accept instructions from any two Vice President's and Chief Executive with regard to such securities or any other securities from time to time held by the nominee company for the Union, and as to any application of the income there from and the process of sale thereof.
25. The Chief Executive will arrange for an inventory to be made of all property belonging to the Union. The External Auditors will check this.
26. Loans may be advanced to individual students in cases of exceptional emergencies only.
 - 26.1. Loans exceeding the amounts stated in the Financial Schedule will be referred to the Executive Committee or Board of Trustees for consideration.

27. Loans shall be repaid before the end of the Academic Year in which they are made, unless the Executive decides otherwise under extraordinary circumstances.
28. If any Student or member of Staff suspects any irregularities concerning the keeping of the Union accounts, then they will immediately report the suspicions to the Chief Executive, or the Union President.
 - 28.1. In the event of serious mismanagement, this may be referred direct to audit for further investigation.

WELFARE SERVICES

29. The administration of the Legal Aid Scheme will be the responsibility of the VPWC.
 - 29.1. Any legal action funded has to potentially be of benefit to the majority of Aston Students.
30. Students who are not eligible for free legal advice and assistance under the state's Legal Help Scheme or who are unable to obtain a free diagnostic interview from a solicitor, may ask the Union to pay for a thirty (30) minute interview and one (1) solicitor's letter in circumstances where the legal question concerned is felt by the VPWC to be of good reason.
 - 30.1. The thirty (30) minute interview may be funded from the ARC legal costs budget.
 - 30.2. If further financial assistance is required, the Student shall make a written submission to the Executive.
31. There shall be a hardship fund of the Union, known as the Union Emergency Loan.
 - 31.1. The account shall consist of the sum of money already collected and all further monies received whether by subscription, donation, bequest or in any other way.
 - 31.2. The objective of the fund shall be to distribute small loans to members in immediate financial hardship.
 - 31.3. The Fund Managers shall administer the Union Emergency Loan.
 - 31.4. The Fund Managers shall be made up of the appropriate ARC staff and VPWC.
 - 31.5. The Union Finance Office shall provide operational advice and assistance to the Fund Managers.
 - 31.6. Full accounts shall be kept of all money received and paid.
 - 31.7. At the end of the Financial Year, the closing balance of the Fund shall be presented to the Board of Trustees, and then carried over to the next year.
 - 31.8. The Fund Managers shall meet as necessary, and all transactions shall be recorded.
 - 31.9. Members who already have an outstanding loan will not be given more money until the first one has been repaid. Each Member will only receive one loan per academic term.
 - 31.10. The Fund Managers may refer Students in default of repayment obligations to Membership Committee or appropriate external authorities.

ROOM ALLOCATION

32. The President and Chief Executive will review room usage on a yearly basis.
33. The Religious Meeting Rooms on the fourth (4th) floor shall be booked on a yearly basis to the largest religious cohort that will make use of this facility.
 - 33.1. Any change in the fourth (4th) floor Religious Meeting Rooms block booking will require a Referendum before going ahead.

BYE-LAW 10 | ASTON UNION STAFF

1. There shall be a body of full-time and part-time staff charged with the day-to-day execution of specific Students' Union areas.
2. Staff will be employed directly by the Students' Union or via the University Human Resources Department.

CHIEF EXECUTIVE

3. There shall be a Chief Executive of the Union, who shall have executive control of the finance and administration; performing such duties as may be prescribed in the Articles of Association.
 - 3.1. The Chief Executive shall be appointed with the advice of the Board of Trustees.
 - 3.2. The Chief Executive will not have voting rights, nor be counted as a Full Member of Aston Students' Union.
 - 3.3. The Chief Executive is allocated speaking rights at Students' Council in order to offer guidance based on fact and to answer questions that cannot be answered by another member of the Executive Committee.
 - 3.4. The Chief Executive will work alongside the current President to outline the staffing arrangements to Sabbatical Candidates year on year.
 - 3.5. The Chief Executive is invited to attend all Ordinary Executive Committee Meetings.
 - 3.6. The Chief Executive will attend Ordinary Meetings of Students' Council.
 - 3.7. The Chief Executive shall be responsible to the Students' Council and Board of Trustees for the execution of day-to-day duties.
 - 3.8. Subject to the Trustees' ultimate responsibility for the management and administration of the Union, the Chief Executive shall have financial control and responsibility for B4|Bar, as agreed at the time of repurchase from Aston University.
 - 3.9. The Chief Executive is a member of the University's staff who is seconded to the Union. Any changes concerning the salary or condition of his/her services or any other of the members of the University staff seconded to the Union must first be submitted to the University for approval.
 - 3.10. The Chief Executive is responsible to the Executive Committee for all aspects of their work and the precise extent of their involvement in Union affairs must be determined between themselves and the Executive Committee. In principle, the areas in which s/he will have sole authority are as follows:
 - 3.10.1. The number and type of permanent staff required to administer the building.
 - 3.10.2. The effects of any proposals concerning changes in the services provided in the Union building or the opening hours of the building.
4. The Chief Executive will have the following responsibilities:
 - 4.1. To recommend action required as a result of any account, Union, Committee, Sport Club, Society, or Group being overspent or showing a likelihood of being overspent on its budget, to safeguard the overall finances of the Union including cash flows, and income and expenditure including overspend.
 - 4.2. The Chief Executive will act in an unbiased advisory capacity and will therefore not associate with any political thinking.
 - 4.3. Control the activities of the other members of the permanent staff.
 - 4.4. Determine the exact duties and authority of the other members of the permanent staff.

- 4.5. Keep a control over the cost of running the Union Building, to ensure that it is kept within the agreed budget.
- 4.6. Purchase all necessary materials for the running of the Union.
- 4.7. Maintain an overall control over the standard of the building.
- 4.8. The Chief Executive is responsible for ensuring that good order is maintained in the building and for ensuring that the statutory regulations are observed and holds responsibility for the health and safety of the building. In an emergency, the Chief Executive will take whatever action s/he thinks fit to see that this is done.

STAFF

5. The Chief Executive will authorise the appointment of such staff as may be considered necessary, subject to the approval of the expenditure by University Finance Committee. Such staff shall be responsible to the Chief Executive, and not considered as Full Members of Aston Students' Union.
6. All members of the staff shall be under the control and authority of the Chief Executive. Students and Trustees should respect this line of authority and should refrain from giving any direct instruction to any member of the staff unless discussed and agreed in advance with the Chief Executive.
7. To ensure that the Union building, services and the facilities therein provide the highest possible quality of service for the members.
8. Relevant staff will be responsible for maintaining and administrating the Union's fleet of vehicles.

BYE-LAW 11 | THE TRUSTEE BOARD

1. In accordance with the Articles of Association, the Union shall have a Board of Trustees which shall include:
 - 1.1. Not fewer than two (2) but not more than four (4) Officer Trustees.
 - 1.2. Not fewer than two (2) but not more than four (4) Alumni Trustees.
 - 1.3. Not fewer than two (2) but not more than four (4) Independent Trustees.
2. The Officer Trustees shall include the following posts:
 - 2.1. President
 - 2.2. Vice President Education
 - 2.3. Vice President Welfare and Communications
 - 2.4. Vice President Student Activities

RESPONSIBILITIES OF THE BOARD

3. In accordance with Article 42, the Trustees are responsible for the management and administration of the Union, ensuring the Union remains legally compliant and solvent.
4. The Trustees have overall responsibility for the day-to-day management of the Union.
5. The Trustees are directors of the Union under company law and charity trustees under charity law.

OFFICER TRUSTEES

6. The Officer Trustees shall be elected by secret ballot of the Full Members in accordance with Article 34.1.
7. The term of office for all Officer Trustees shall be from 1st July during the year of election to 30th June following their election. These dates and terms of office may vary on a transitional basis to coincide with an alteration in the University calendar. For Officer Trustees elected at Bye-Elections, the term of office shall commence immediately the result of the ballot is announced, and terminate on 30th June of the same Academic Year.
8. The Officer Trustees may serve for a maximum of two (2) terms of office which may be either consecutive or non-consecutive and which may include any combination of Officer Trustee posts.
9. At the same time as commencing their term of office as a Trustee, the Officer Trustees are required to enter into a written contract of employment with the Union, which shall remain in force for their term of office.
10. The day-to-day duties of the Officer Trustees are set out in the written job description of each Officer Trustee and are set out in Bye-Law 5.
11. The Officer Trustees are expected to abide by the Union's Staff Handbook and any codes of conduct, procedures and rules for staff contained in the handbook. Breaches of these may result in disciplinary action.
12. If an Officer Trustee ceases to be a Trustee by virtue of any provision of Articles 37, 38 or 39, he or she may also be subject to the Union's disciplinary procedures as detailed in the staff policies and procedures, and the outcome of this may include dismissal from employment.

ALUMNI TRUSTEES

13. The Alumni Trustees shall be appointed to office in accordance with Article 35.
14. The recruitment and appointment process shall be conducted by the Appointments Committee and approved by a 75% majority vote of the Students' Council.
15. The term of office of the Alumni Trustees shall commence immediately upon appointment and shall last for up to a maximum of four (4) years. The length of the term of office for which each

Alumni Trustee shall be appointed shall be proposed by the Appointments Committee and approved by the Students' Council.

16. The Alumni Trustees may serve for a maximum of two (2) terms of office, which may be either consecutive or non-consecutive.

INDEPENDENT TRUSTEES

17. The Independent Trustees shall be appointed to office in accordance with Article 36.
18. The recruitment and appointment process shall be conducted by the Appointments Committee and approved by a 75% majority vote of the Students' Council.
19. The term of office of the Independent Trustees shall commence immediately upon appointment and shall last for up to a maximum of four (4) years. The length of the term of office for which each Independent Trustee shall be appointed shall be proposed by the Appointments Committee and approved by the Students' Council.

The Independent Trustees may serve for a maximum of two (2) terms of office, which may be either consecutive or non-consecutive.

THE APPOINTMENTS COMMITTEE

20. The purpose of the Appointments Committee shall be to appoint the Alumni and Independent Trustees in accordance with Articles 35 and 36 respectively. These appointments shall be subject to approval by a 75% majority vote of the Students' Council.
21. In accordance with Article 70.1.5, the Appointments Committee shall include:
 - 21.1. President
 - 21.2. Chief Executive
 - 21.3. Two (2) Officer Trustees
 - 21.4. A person nominated by Aston University, who shall be the University Chief Operating Officer unless the University decides otherwise
22. The President shall call meetings of the Appointments Committee as and when required.
23. Quorum for meetings of the Appointments Committee shall be 50% plus one (1) of the Committee's membership.
24. The functions of the Appointments Committee shall be to:
 - 24.1. Approve the information and documentation, which is sent to potential candidates.
 - 24.2. Set the timetable for the recruitment, interview and selection processes.
 - 24.3. Approve the processes, which are used to select candidates.
 - 24.4. Shortlist and interview potential applicants for Trustees and make appointment recommendations to the Students' Council.
 - 24.5. Carry out regular skills, experience and diversity audits of the Board of Trustees and identify the skills, experience and expertise that are needed for the Board to achieve high quality and effective governance.
 - 24.6. Ensure that vacancies on the Board of Trustees are filled at the earliest opportunity possible.
25. The Appointments Committee shall report to the Board of Trustees at least annually.

DISQUALIFICATION, RESIGNATION AND REMOVAL OF TRUSTEES

26. The circumstances under which Trustees may be disqualified, may resign or be removed are set out in Articles 37 to 39 of the Articles of Association.

APPEALS AGAINST THE REMOVAL OF A TRUSTEE BY THE BOARD

27. In accordance with Article 39, a Trustee may be removed from office by a majority decision of the Board of Trustees. In the case of an Officer Trustee, only the other Officer Trustees can vote in the proposed resolution to remove the Officer Trustee.
28. A Trustee removed from office in accordance with Article 39 shall be entitled to appeal the decision to remove him or her to an Appeals Panel. The Trustee appealing shall be called "the Appellant".
29. The Appellant has the right to appeal against a decision of the Trustees provided he or she lodges his or her appeal in writing with the Chief Executive not more than fourteen (14) days after the receipt of the written notice of the decision of the Trustees.
30. The appeal should contain a statement of the grounds upon which the appeal is brought and of the facts and matters relied upon.
31. If an appeal is lodged within time, the decision to dismiss the Appellant shall not take effect until the final determination of the matter.
32. The Appellant shall be given at least seven (7) days' written notice of the date, time and place of the appeal hearing.
33. At least four (4) days prior to the date of the hearing, the Appellant shall:
 - 33.1. Confirm whether or not he or she intends to attend the hearing and, if so, the name of any person who will be accompanying or representing him or her.
 - 33.2. Submit any fresh evidence that he or she wishes to reply on.
34. At least two (2) days prior to the date of the hearing, the Union shall provide the Appellant with any further evidence, which it wishes to rely upon.
35. Neither party shall, without the consent of the other or the permission of the Appeals Panel, rely on any statement nor document other than those provided or identified under paragraphs 34 and 35 above.
36. The Appeals Panel shall be made up of:
 - 36.1. A nominee of the University
 - 36.2. One (1) independent person
 - 36.3. A chief executive (or general manager) of another students' union; and
 - 36.4. An Officer of another students' union
37. Each member of the Appeals Panel shall be independent and shall not have had any substantive involvement in the matter under appeal. Their relationship with the Appellant should not give rise to any conflict of interest.
 - 37.1. The selection of the members of the Appeals Panel and its procedures shall be the responsibility of the Chair of Students' Council.
38. The nominee of the University will normally Chair meetings of the Appeals Panel.
39. The Appellant shall be entitled to be accompanied or represented by one other person of his or her own choice except where, in the opinion of the Chair of the Appeals Panel, such person has a conflict of interest.
40. The President shall act on behalf of the Union as the respondent to the appeal (the "Respondent") and for this purpose may instruct a representative.
41. The function of the Appeals Panel is to review the reasonableness of the decision to dismiss the Appellant. On the appeal, the Appeals Panel will consider the documents, statements and other evidence produced to the original Trustee meeting. The Appeals Panel shall not interview or cross-examine any witnesses.
42. The hearing of an appeal shall be conducted in accordance with paragraph 44 below except where to do so would be inconvenient or unjust. In such circumstances, the Chair of the Appeals

Panel may modify the procedure to the extent that he or she deems necessary if the result is fair to the Appellant.

43. The order of proceedings for the Appeals Panel meeting, unless the Chair otherwise directs, will be as follows:
 - 43.1. Submissions by or on behalf of the Appellant
 - 43.2. Submissions by or on behalf of the Respondent
 - 43.3. Consideration of the evidence by the Appeals Panel
 - 43.4. Closing submissions by or on behalf of the Appellant
 - 43.5. Closing submissions by or on behalf of the Respondent
44. If at the Appeal hearing, the Appellant is not present or represented, the Appeals Panel may proceed to consider the matter in the Appellant's absence if it is satisfied that notice was properly served upon him or her in accordance with paragraph 33 above.
45. The courses of action which the Appeals Panel may take are:
 - 45.1. To uphold the appeal
 - 45.2. To reject the appeal
46. Within seven (7) days of deciding on the appropriate course of action, the Chief Executive will notify the Appellant in writing of the decision of the Appeals Panel.

BYE-LAW 12 | DISCIPLINARY PROCEDURE FOR EXECUTIVE OFFICERS

1. The Union has Executive Officers, consisting of full-time Officer Trustees and Part-Time Officers.
2. The Officer Trustees are trustees and employees of the Union. Their employment status comes from and depends on their elected Officer Trustee status. Accordingly, it is unlikely that Officer Trustees would be able to continue as employees of the Union if they cease to be Officer Trustees.
3. As trustees, Officer Trustees, collectively with the other Alumni and Independent Trustees on the Board, have ultimate responsibility for the good administration and running of the Union.
4. Officer Trustees must, in their capacity as trustees, act in the best interests of the Union. This Bye-Law therefore anticipates that the Officer Trustees will regulate and manage themselves and will, collectively, deal with any disciplinary or capability issues arising from their fellow Officer Trustees' conduct or performance. Ultimately, it is the Board as a whole that is collectively responsible for ensuring that the Officer Trustees are properly managed and disciplined if necessary.

PURPOSE

5. The purpose of the Bye-Law is to:
 - 5.1. Promote fairness and order in the treatment of individuals and in the conduct of good officer relations.
 - 5.2. Assist the Union to operate effectively.
 - 5.3. Set standards of conduct and performance at work for the Executive Officers.
 - 5.4. Provide a fair method of dealing with alleged failures to maintain standards.
6. It is the Union's policy that in the first instance the Executive Officers are responsible for communicating and monitoring the expected standard of conduct and performance to each other. When doing this, Executive Officers are reminded of their duty to act in the best interests of the Union.

PRINCIPLES OF THE DISCIPLINARY PROCEDURE

7. No disciplinary action will be taken against an Executive Officer until the case has been investigated.
8. The Executive Officer will be advised in writing of the nature of the complaint against him or her, and will be given the right to have his or her views fully and fairly considered before any decision is made.
9. The Executive Officer will have the right to be accompanied by a work colleague or trade union official during any disciplinary meeting.
10. The Executive Officer will have the right to appeal against any disciplinary action taken.
11. Normally, any formal warnings will expire six (6) months after issue, unless specifically indicated to the contrary.
12. All proceedings, witness statements and records will be kept confidential as far as possible.

MAKING A COMPLAINT

13. Any person may make a complaint about alleged poor performance or misconduct of an Executive Officer.
14. Subject to paragraph 16 below, the complaint should be made in writing to:
 - 14.1. the President
 - 14.2. an Alumni or Independent Trustee
 - 14.3. the Chief Executive

15. If the complaint is against the President, it should be made in writing to the Chief Executive.
16. The complaint should give details of the name(s) of the person(s) involved, together with details of alleged poor performance or misconduct (including the date and place at which the alleged misconduct took place), and be delivered as soon as possible after the events complained of (and ideally within ten working days of the occurrence).
 - 16.1. The person who received the complaint shall acknowledge receipt of it.

INFORMAL ACTION

17. The President will deal with minor faults informally, discussing the concerns with the Executive Officer. In the case of allegations of fault against the President, the Chief Executive will usually discuss the concerns with the President.
18. Where appropriate, the Executive Officer will be advised of the standard required to improve conduct or behaviour and the timescale within which the Executive Officer should improve. The Executive Officer is not required to receive written notification at this informal stage. However, a note of the discussion will be kept on his or her personnel file and will be used as the basis for monitoring conduct going forward.
19. Where there is a more serious case of misconduct or poor performance or the Executive Officer fails to improve and maintain that improvement, formal action may be taken and the disciplinary procedure outlined below may be invoked. The disciplinary procedure will only be invoked once all informal procedures have been exhausted.

GROUNDINGS FOR INVOKING THE DISCIPLINARY PROCEDURE

20. It is impossible to specify all the circumstances that would warrant invoking the disciplinary procedure, but typical cases would be where the Executive Officer's standard of work, level of achievement, timekeeping, attendance or general conduct (including harassment or victimisation and misuse of Union resources) falls below the standard required by the Union.
21. The disciplinary procedure will usually be invoked where the alleged poor performance or misconduct constitutes gross misconduct. It is not practical to compile an exhaustive list of what will constitute gross misconduct, but the following are some important examples:
 - 21.1. Any form of dishonesty, theft or fraud including falsification of records (including business expenses), or any action calculated to assist others in any such activity.
 - 21.2. Unauthorised possession or serious misuse of the Union's property or goods entrusted to the officer's care.
 - 21.3. Physical or verbal assault or threatening behaviour towards another Officer, student, or visitor.
 - 21.4. Malicious damage to the Union's property or goods entrusted to the Officer's care.
 - 21.5. Alcohol, drug or substance abuse in the course of work, within working hours or on the Union's premises.
 - 21.6. Disclosure of confidential information (subject to the rights of the officer under the Public Interest (Disclosure) Act 1998).
 - 21.7. Conduct, which is likely to bring the Union or an individual into serious disrepute.
 - 21.8. Gross carelessness resulting in damage, injury, or other unacceptable loss.
 - 21.9. Conscious unlawful acts of racial, sexual, disability, or other discrimination covered under the Equalities Act 2010, or harassment against Officers (whether subordinates, seniors or colleagues) or job applicants.
 - 21.10. Wilful disregard of health and safety rules.

THE DISCIPLINARY PROCEDURE – INVESTIGATION COMMITTEE

22. Where it is believed that the disciplinary procedure should be invoked, any of the following may establish an Investigation Committee:

- 22.1. the President
 - 22.2. any two trustees
 - 22.3. an Alumni or Independent Trustee
 - 22.4. the Chief Executive
23. The Investigation Committee will usually include an Officer Trustee and a member of the Union's management team.
 24. The Executive Officer will be written to, advised of the allegations against him or her, and provided with a copy of this Bye-Law.
 25. The Investigation Committee will then normally investigate the matter.
 26. The purpose of the investigation is to establish a fair and balanced view of the facts relating to any allegations against the Executive Officer, before deciding whether to proceed with a disciplinary hearing. The amount of investigation required will depend on the nature of the allegations and will vary from case to case. The Investigation Committee may obtain statements from witnesses whose evidence is relevant.
 27. It may be necessary to suspend the Executive Officer while the investigation is carried out. In the case of an Officer Trustee, his or her suspension would be on full pay. Any such suspension will not:
 - 27.1. Constitute or be considered a disciplinary action.
 - 27.2. In the case of an Officer Trustee, affect the Officer Trustee's trustee status but he or she may be excluded from some or all of the Union's premises.
 28. Following the investigation, the Investigation Committee may:
 - 28.1. Take no further action.
 - 28.2. Convene a Disciplinary Committee to hold a disciplinary hearing.
 - 28.3. Inform the University authorities so that action may be pursued under the University Disciplinary Procedures, by the police or under the disciplinary procedures of a body that is deemed appropriate.
 29. If the case is referred to another body or where the case is already under investigation by another body, the Investigation Committee may suspend the Executive Officer from some or all duties until that investigation is complete.

THE DISCIPLINARY PROCEDURE – DISCIPLINARY COMMITTEE

30. The Disciplinary Committee shall be convened as and when required to hear allegations of poor performance or misconduct.
31. The Disciplinary Committee shall include:
 - 31.1. The President (unless the allegations are against the President)
 - 31.2. Two (2) Trustees (at least one which shall be an Alumni or Independent Trustee)
 - 31.3. One member of the Students' Council
 - 31.4. A member of the Union's management team
32. The quorum of the Disciplinary Committee shall be three (3) and the Chair shall be the President or, if the allegations are against the President, one of the Trustees.
33. The Chair of the Disciplinary Committee will write to the Executive Officer specifying the allegations, and providing the Executive Officer with the relevant supporting evidence, and will invite the Executive Officer to attend a disciplinary hearing. The Disciplinary Committee will give the Executive Officer at least forty-eight (48) hours' notice of any disciplinary hearing. A workplace colleague or trade union official may accompany the Executive Officer at the disciplinary hearing.
34. At the disciplinary hearing, the allegation/s will be put to the Executive Officer and, if not accepted by the Executive Officer, evidence may be called to support the allegation. The

Executive Officer will be given the opportunity to call witnesses of his or her own, and to put his or her own case.

35. The Chair of the Disciplinary Committee shall have the power to vary or add to any of these procedures at any time and to adjourn the hearing if satisfied that it is in the interests of justice to do so.
36. The Disciplinary Committee will endeavour to advise the Executive Officer of its decision in writing within seven (7) days of the hearing. The disciplinary actions that may be taken are set below. The written outcome will advise the Executive Officer of his or her right of appeal.

DISCIPLINARY ACTION

37. Disciplinary action may be implemented at any stage of the procedure if the Executive Officer's alleged misconduct or poor performance warrants such action. If the offence is of a serious nature, then it may be necessary to begin the procedure at Stage 3 or possibly Stage 4, depending on the circumstances.

STAGE 1 – FORMAL VERBAL WARNING

38. If conduct or performance does not meet the required standard the Executive Officer will normally be given a formal verbal warning. He or she will be advised of the reason for the warning, the improvement required, and the timescale. The Executive Officer will also be informed that it is the first stage of the disciplinary procedure.
39. He or she will be told of the likely consequences should the failure be repeated, should there be a further incidence of unacceptable conduct or performance, or should the required improvement not be made within the specified period and then maintained. Record detailing reasons for the warning will be given to the Executive Officer and a copy kept on his or her personnel file.

STAGE 2 – FIRST WRITTEN WARNING

40. If the required improvement does not take place, or if the offence is of a serious nature, a first written warning will be given to the Executive Officer. This will give details of the disciplinary issue, the improvement required and the timescale. It will warn that if there is no satisfactory improvement, or there is further unsatisfactory conduct or performance, then it may be necessary to move to Stage 3 of the procedure. A copy of the written warning will be given to the Executive Officer and one will be kept on his or her personnel file.

STAGE 3 – FINAL WRITTEN WARNING

41. If the Office fails to improve conduct, or their performance is still unsatisfactory a final written warning will be given to the Executive Officer. If the misconduct is sufficiently serious to warrant only one written warning, but insufficiently serious to justify a referral to the members, Students' Council or the Board of Trustees for removal from office, a first and final written warning will be issued.
42. The warning will give details of the complaint and will advise the Executive Officer that a referral to the members, Students' Council or the Board of Trustees for removal from office will result if there is no satisfactory improvement, or there is further unsatisfactory conduct or performance. He or she will also be told of the right to appeal. A copy of the warning will be given to the Executive Officer and a copy kept on his or her personnel file.

STAGE 4 – REMOVAL AS AN EXECUTIVE OFFICER

43. If the conduct or performance is still unsatisfactory and the Executive Officer still fails to reach the prescribed standards or further misconduct is committed, the Disciplinary Committee will take the action set out below depending on whether the Officer is an Officer Trustee or a Part-Time Officer.
44. In the case of an Officer Trustee, the Disciplinary Committee will take one of the following actions:
 - 44.1. A referral to the members with a recommendation that there be a vote of no confidence in a Referendum to remove the Officer Trustee as a Trustee of the Union in accordance with Article of the Articles of Association. Such a Referendum may only

be triggered by a Secure Petition of no confidence signed by at least five hundred (500) Full Members of the Union.

- 44.2. A referral to the Students' Council with a recommendation that there be a vote of no confidence to remove the Officer Trustee as a Trustee of the Union in accordance with Article 38.2. Such a motion may only be triggered by a Secure Petition of no confidence signed by at least 30% of the members of the Students' Council
 - 44.3. A referral to the Trustee Board with a recommendation that there be a vote of no confidence to remove the Officer Trustee as a Trustee of the Union in accordance with Article 39.1.
 - 44.4. Dismissal of the Officer Trustee as an employee of the Union. In accordance with Article 37.4, if an Officer Trustee ceases to be an employee of the Union, he or she will also cease to be a Trustee of the Union.
45. In the case of a Part-Time Officer who is not a Trustee of the Union, the Disciplinary Committee will take one of the following actions:
- 45.1. A referral to the members with a recommendation that there be a vote of no confidence in a Referendum to remove the Part-Time Officer from office as an Executive Officer of the Union.
 - 45.2. A referral to the Students' Council with a recommendation that there be a vote of no confidence to remove the Part-Time Officer from office as an Executive Officer of the Union.
46. The Disciplinary Committee reserves the right to refer the matter onto the University authorities.
47. As soon as is reasonably practicable, a written notice of the action taken, together with reasons for it, will be issued to the Executive Officer by the Disciplinary Committee.
48. If, following a referral by the Disciplinary Committee in accordance with paragraphs 44.1, 44.2 or 44.3 above, the Officer Trustee is removed as a Trustee by the members, Students' Council or the Board of Trustees (as appropriate) in accordance with the Union's Governing Documents, the Officer Trustee's employment status will be at risk. It will be necessary for the Disciplinary Committee to consider whether there are any suitable alternative employment roles, and if not, to dismiss the Officer Trustee, thereby ending his or her employment relationship with the Union.

APPEALS

49. An Executive Officer who wishes to appeal against a disciplinary decision of the Disciplinary Committee should do so in writing within ten (10) working days of receiving the letter, which confirms the action taken.
50. An Appeal Committee will be established to hear the appeal and its decision is final.
- 50.1. In the event of an appeal, the Chair of the Trustee Board shall convene a meeting of the Appeal Committee.
 - 50.2. The Appeal Committee shall be convened as soon as possible within receipt of an appeal.
51. The Appeal Committee shall be comprised of:
- 51.1. the Chair of the Trustee Board
 - 51.2. an Executive Officer
 - 51.3. a member of Union's senior management team
 - 51.4. The above may sit on the Committee if they are independent and not have had any substantive involvement in the matter under appeal.
52. The quorum of the Committee shall be three (3) and the Chair of the Trustee Board will act as Chair.

53. The Chair shall inform both the complainant and the Executive Officer of the date and time of the Appeal Committee meeting.
54. Both the complainant and the Executive Officer shall have the right to attend the meeting and be accompanied and/or represented by any other member or a work colleague.
55. The Chair will, at the same time, instruct the Executive Officer to submit in writing as soon as possible, and in any event not later than two (2) working days before the hearing a detailed statement why the Executive Officer is appealing and on what basis.
56. The Chair, on receipt of the information above, will then confirm the date, time and place of the hearing with all involved.

APPEAL HEARING PROCEDURE

57. The Chair will distribute copies of the original allegation and all original written evidence, and the written confirmation of the Disciplinary Committee's decisions and reasons for them, along with the letter of appeal. The members of the Appeal Committee will be given time to read the material carefully.
58. The Chair will then invite the Executive Officer into the meeting who will be asked to make a statement as to his or her reason for appeal.
59. The Appeal Committee may ask the Executive Officer any questions it thinks fit.
60. The Appeal Committee may ask the complainant any questions it thinks fit.
61. The Chair shall have the power to vary or add to any of these procedures at any time and to adjourn the hearing if satisfied that it is in the interests of justice to do so.
62. When the Chair is satisfied that the Appeal Committee has enough information on which to base a decision, the Executive Officer will be asked if he or she wishes to make a final statement.
63. The Appeal Committee will consider, in private, whether the appeal should be upheld.
64. The Appeal Committee may alter the decision of the Disciplinary Committee, but cannot increase the disciplinary penalty imposed by the Disciplinary Committee.
65. The Appeal Committee should attempt to reach a unanimous decision, but if a vote is required then a simple majority will be deemed sufficient. The decision of the Appeal Committee is final.
66. The Chair will inform the Executive Officer and complainant of the Appeal Committee's decision in the most appropriate way it thinks relevant. The Chair will endeavour, within five (5) working days of the hearing, to send the Executive Officer and the complainant written confirmation of the Appeal Committee's decisions.
67. At the appeal, any disciplinary penalty will be reviewed but cannot be increased. There will be an appeal meeting, during which the Executive Officer will have the right to be accompanied by a workplace colleague or trade union official. The outcome of the appeal will be notified to the Executive Officer in writing.