Bye-Laws of
Hallam Students' Union

Hallam Students' Union

Preface

Sheffield Hallam Students' Union, commonly known as Hallam Students' Union, is a charity that exists to make the lives of students at Sheffield Hallam University better.

We do this by:

- representing students' opinions and interests, both individually and collectively, to the University, within the local area and nationally.
- campaigning on important issues that affect Hallam students.
- offering advice and support.
- supporting students to create communities.
- running events and activities that improve the Hallam experience.

Hallam Students' Union is a democratic membership organisation. This means that all of our members – Sheffield Hallam students – are able to contribute to decisions about how the Union should act and how it should work.

Hallam SU is an independent organisation. This means that, although we work closely with Sheffield Hallam University, we are not part of the University. We are free to form independent opinions and disagree with the University, and we don't share information about you to the University without checking with you first, so you won't be disadvantaged in any way by the University for engaging with the Union.

This document, and any subsequent policies, procedures and regulations, refers to 'Hallam Students' Union', 'Hallam SU', 'HSU', 'the Students' Union', and 'the Union' – all of these are the same thing.

These Bye-laws explain how Hallam Students' Union works. They go over what Hallam students can expect when they interact with the Union, how the Union advocates for students' interests, what the Union promises to provide for its members, and what the Union needs from its members to be able to support them.

Further details on the running of the meetings outlined in the Bye-laws can be found in Hallam Students' Union's Standing Orders.

The Bye-laws can be changed by the Policy Forum, or by the Board of Trustees.

This preface doesn't form part of the Bye-laws.

Date approved: 29 September 2026

Bye-law 1: Membership of Hallam Students' Union

Purpose

This Bye-law explains who is a Member of Hallam Students' Union, the different types of Membership, the benefits and services provided to each type of Member, and how and when someone stops being a Member of the Union.

Definitions

Student Members

1. Student Members are defined as any current student of Sheffield Hallam University, as defined by the University.
2. Additionally, all current HSU Officers are considered Student Members, even if they are not a current Sheffield Hallam University student.
3. Student Membership is automatic - you don't have to sign up - and there is no cost of being a member of Hallam Students' Union.
4. Student Membership ends when a student is no longer enrolled at Sheffield Hallam University, or, for HSU Officers, when they are no longer an HSU Officer.

Associate Members

5. Hallam Students' Union staff and Sheffield Hallam University staff are Associate Members of the Union.
6. Where a Student Member is also a staff member, Student Membership will take precedence, subject to election restrictions explained in Bye-Law 5.
7. Associate Membership expires when an Associate Member no longer works for Sheffield Hallam University or Hallam Students' Union.

Benefits of Membership

8. Student Members of Hallam Students' Union are entitled to:
    - 8.1. be represented by the Union, to the University and to other organisations and groups.
    - 8.2. take part in the Union's democratic processes, including voting and being a candidate in elections according to Bye-Law 5 and contributing to the Union's decision-making process according to Bye-Law 2.
    - 8.3. join and form Societies which are registered with the Union.
    - 8.4. access and make use of Union spaces and facilities.
9. There will never be a fee for Student Members to be represented by the Union, or to engage with the Union's democratic processes. There may be a charge for joining Societies or using Union spaces and facilities.
10. Associate Members of Hallam Students' Union are entitled to:
    - 10.1. join Societies which are registered with the Union.
    - 10.2. At the discretion of the Board of Trustees, access and make use of Union spaces and facilities.

11. Neither Associate Members nor Life Members can take part in Union decision-making, including voting in any election, or holding any elected position within the Union. This includes Society elections and elected positions.

Opted-Out Students

12. Any Hallam student can opt out of Union membership if they'd like.
13. Hallam students can opt out of membership by emailing optinoptout@shu.ac.uk, making it clear in the email that they would like to opt out, and including their student number. Once you are opted out, you can opt back in via the same process.
14. Opted-Out students are entitled to access the Union's spaces and facilities, can join Societies, and can be represented by the Union, but can't take part in any of the Union's decision-making processes, including voting in any election or holding any elected position. This includes Society elections and elected positions.
15. Opted-Out students will still be subject to the Union's Code of Conduct when accessing Union spaces and facilities.
16. Opted-Out students won't be disadvantaged in any way, including in any representation process between the Union and the University.

Bye-law 2: Beliefs, Priorities & Making Change at HSU

Purpose

This Bye-law explains how members of Hallam Students' Union can influence the Union's priorities and activities, make collective decisions, and hold elected representatives to account. This happens through four main processes: Understanding our Members, Policy Forums, Priority Workshops, and Accountability Panels.

Understanding our Members

1. There are lots of ways that Hallam Students' Union finds out the issues that are important to students. The main ways are:

    1.1. the Student Representation network.
    1.2. the Student Advice Centre.
    1.3. research, such as surveys and focus groups.
    1.4. consultation with Liberation and Access Groups.
    1.5. electing student representatives based on their values and priorities.

   Other ways include:

    1.6. physical and digital outreach activity.
    1.7. individual student feedback.
    1.8. day-to-day interaction with students.

2. Student feedback from the above sources, and any other relevant sources, will be used to understand issues affecting students, and to determine HSU Beliefs and Priorities.

Beliefs & Priorities

3. A Belief is a stance that Hallam Students' Union takes on an issue that is currently impacting Hallam students. There may be any number of active Beliefs at one time. Once adopted, a Belief remains in force for the academic year in which it is adopted and the following two academic years.

4. A Priority is a Belief that Hallam Students' Union resolves to focus on and act upon. There can be up to six active Priorities at one time. Priorities must be drawn from the current list of Beliefs. A named HSU Officer will lead on the delivery of each Priority.

The Policy Forum

5. The purpose of the Policy Forum is to represent Student Members of Hallam Students' Union and identify the topics and issues that are important to them.

6. The Policy Forum is responsible for:

    6.1. maintaining the list of Hallam Students' Union Beliefs by approving new Beliefs and reviewing, renewing and retiring existing Beliefs.
    6.2. setting the Priorities of Hallam Students' Union.
    6.3. making amendments to these Bye-laws.

7. The membership of the Policy Forum is:

    7.1. The HSU Officer team.
    7.2. At least six other members, including at least one representative for Academic, Society, Liberation & Sports issues, as outlined in the Standing Orders.

8. The quorum for the Policy Forum is a majority of current Policy Forum members, which must include at least two who are not HSU Officers.

9. The Policy Forum will meet at least twice in each academic year. There will be at least one Policy Forum in semester one, and at least one in semester two.

10. Each meeting of the Policy Forum does not need to consider both Beliefs and Priorities. There must be at least one Belief-forming session and one Priority-setting session in each academic year. Hallam Students' Union will usually set Priorities earlier in the academic year, and review and set Beliefs later in the academic year.

11. Additional meetings of the Policy Forum may be called by a two-thirds majority vote of the current Policy Forum membership.

12. Policy Forum members' voting records, and the current list of Beliefs and Priorities, will be made public to the student body.

13. The CEO of Hallam SU will identify Students' Union staff members with appropriate expertise to assist in running the Policy Forum. Career staff are allowed to speak and make recommendations at the Forums, but only members of the Policy Forum can vote on Beliefs and Priorities.

14. The Policy Forum will consult with groups of students who might be affected by Beliefs and Priorities. The approach to consulting Liberation groups is set out in Bye-law 4.

15. Sometimes, the Policy Forum might decide to consult with other groups of Hallam students, such as Sport Hallam's Sports Committee, if they are satisfied that the group is independent, democratic, and represents the genuine voice of Hallam students.

16. Beliefs and Priorities are binding on all elected Union representatives and Union staff.

The Priority Workshop

17. The Priority Workshop fulfils the role of the Executive Committee as outlined in the Articles of Association.

18. The Purpose of the Priority Workshop is to agree and monitor activity aimed at achieving the HSU Priorities.

19. The Priority Workshop is responsible for:

    19.1. receiving, debating and approving HSU Priority action plans.
    19.2. monitoring progress towards the HSU Priorities and recommend changes.
    19.3. supporting and challenging the HSU Officer team through Accountability Panels.

20. The Priority Workshop is open to all Student Members.

21. The quorum of the Priority Workshop will be 16 Student Members, which must include at least four HSU Officers.

22. The Priority Workshop will meet at least three times per year. The first meeting of the Priority Workshop should take place as soon as possible after the first Policy Forum of the year.

Accountability Panels

23. Accountability Panels are considered a sub-group of the Priority Workshop. There will be a separate Panel for each HSU Officer.

24. The purpose of the Accountability Panels is to report on HSU Officers' progress to the Priority Workshop.

25. The Accountability Panels are responsible for:

    25.1. monitoring HSU Officers' progress towards priorities.
    25.2. scrutinising and challenging decisions made.
    25.3. offering a variety of student perspectives on potential actions and approaches.
    25.4. giving Officers an opportunity to bounce ideas off students.
    25.5. celebrating Officers' achievements and successes.

26. The Accountability Panels will consist of between three and five students. Each Panel will be made up of students who are best placed to appropriately scrutinise and challenge the respective Officer.

27. Accountability Panels will meet once before semester one to approve Officer action plans. The schedule for Accountability Panels for the remainder of the year will be set at the first Priority Workshop.

28. Accountability Panels will report to the next Priority Workshop. A nominee from each Panel will highlight how Officers have been challenged and supported on their progress and decisions, and whether the Panel has major concerns about an Officer's progress.

29. If a Panel raises major concerns, the nominee will explain the nature of the concerns to the Priority Workshop, which will decide by majority vote whether the concerns should be upheld. The Officer in question may speak to give further context but may not vote.

30. If the Priority Workshop upholds the concerns, it may require the Officer to produce an updated action plan setting out:

    30.1. how they intend to address the concerns,
    30.2. any support they require, and
    30.3. milestones and deadlines against which progress can be reviewed.

31. Where an updated action plan is required, the Priority Workshop will set a date for the Accountability Panel to review progress and report whether the concerns have been resolved.

32. If the Priority Workshop determines that the concerns remain unresolved, it may record an Unresolved Concern and refer the matter to the Board of Trustees, who will consider whether further action is required.

Transparency

33. To ensure that its work is transparent and accountable to Members, Hallam SU will publish:

    33.1. outcomes and voting records of Policy Forums, including how members voted.
    33.2. details of each Priority Workshop, including when and where it takes place.
    33.3. agreed action plans for each Priority.
    33.4. summaries of Accountability Panels and their outcomes.
    33.5. regular updates from Officers on progress towards Priorities.

Bye-law 3: HSU Officers

Purpose

This Bye-law explains the role of the HSU Officer team, their areas of responsibility, and how students can challenge and discipline an Officer.

Overview

1. The HSU Officers are six students who are elected by the student body to represent students' interests full-time. In some documents, they are called the 'Sabbatical Officers'. They are also Trustees of the Students' Union. In this role, they are referred to as 'Sabbatical Trustees'.
2. For the purposes of the Education Act 1994, HSU Officers are considered 'Major Union Office Holders'.
3. HSU Officers are elected for a term of one year.
4. All Officers are elected by all Student Members. All Officers must be Student Members (see Bye-law 1) at the point of election and must not have opted out of Union membership. The following additional restrictions apply:
    - 4.1. Only students who are considered as 'Overseas' or 'International' students by the University may be elected as International Students' Officer.
    - 4.2. Only students enrolled on a course within the respective College can be elected as Education Officer for the College of Business, Technology & Engineering, the College of Health, Wellbeing & Life Sciences, and the College of Social Sciences & Arts.
    - 4.3. Nobody is allowed to be an HSU Officer for more than two years in total.

Roles & Responsibilities

5. All HSU Officers have the following responsibilities:
    - 5.1. representing and defending the rights and interests of all students at Sheffield Hallam University, within the Union, to the University, locally, and nationally.
    - 5.2. supporting and encouraging all relevant student activity at HSU.
    - 5.3. contributing meaningfully to the Union's decision-making processes in a way that they sincerely believe is in the best interests of Hallam students.
    - 5.4. working towards the Union's priorities and being accountable to Hallam students on their progress by attending Accountability Panels.
    - 5.5. developing strong working relationships with University staff relevant to their role.
    - 5.6. campaigning and lobbying on issues affecting Hallam students.
    - 5.7. attending all HSU Members' Meetings, Trustee Board, and Union decision-making meetings wherever possible.
    - 5.8. working on anything mandated by students through the Union's decision-making processes.

6. All HSU Officers are expected to display the following behaviours:

    6.1. being visible and accessible to Hallam students.
    6.2. being mindful and interested in the welfare of diverse groups of Hallam students.
    6.3. being knowledgeable about, and working within, the Union's processes, beliefs, priorities, strategy and governance.
    6.4. working closely and collaboratively with Union staff.
    6.5. being a voice for underrepresented or disadvantaged student groups.
    6.6. being supportive of student-led initiatives.
    6.7. adhering to the principle of collective responsibility and decision-making.

7. The HSU Officer team will collectively agree which Officer will be Deputy President for their term in Office. The Deputy President will take on the responsibilities and powers of the President if the President is absent.

8. In addition to their general responsibilities, each Officer has duties and responsibilities specific to their role. These are:

9. **The President:**

    9.1. leads the HSU Officer team.
    9.2. champions all the HSU Officer team's priorities and campaigns to the University and beyond.
    9.3. is a member of the University Board of Governors.
    9.4. is the Deputy Chair of the Board of Trustees.
    9.5. is the main point of contact for the University, the Board of Governors, the National Union of Students, the community, and the media.
    9.6. is the lead Officer in ensuring that HSU is environmentally sustainable.
    9.7. promotes and develops Social Societies at HSU.
    9.8. leads the delegation to the National Union of Students' National Conference.

10. **The Education Officers - Business, Technology & Engineering, Health, Wellbeing & Life Sciences, and Social Sciences & Arts:**

    10.1. are the lead academic representatives for students within their respective College.
    10.2. attend key College-level meetings, ensuring that students' interests are represented there.
    10.3. are the lead Officers in developing and promoting the Student Representation System in their College and university-wide.
    10.4. promote and develop Academic Societies within their respective College.
    10.5. work closely with all Representatives in their respective College to ensure feedback is addressed at the appropriate level.
    10.6. promote community and belonging within their respective College.

11. **The Wellbeing, Sport & Physical Activity Officer:**

    11.1. leads on activities, projects and campaigns that promote all aspects of student wellbeing at Hallam.
    11.2. is the lead Officer for promoting participation in sport and physical activity.
    11.3. champions and advocates for students' interests in all University strategy work that relates to wellbeing, sport and physical activity.
    11.4. is the lead Officer for student experience for Varsity.
    11.5. works closely with sports clubs and the Sports Committee at Hallam, champions their interests, and promotes their contribution to Union decision-making.
    11.6. collaborates with other Officers to ensure that wellbeing, sport & physical activity initiatives are available to all students at Hallam.
    11.7. supports events such as Sports Fair and Sports Awards.

12. **The International Students' Officer:**

    12.1. is the lead Officer for representing the interests of all International students at Hallam.
    12.2. lobbies the University to ensure that International students' interests are taken into account.
    12.3. is a member of relevant University committees relating to International student experience, recruitment and engagement.
    12.4. supports and collaborates with HSU Cultural Societies and works to ensure that HSU and SHU provide opportunities for International students to socialise with each other and with Home students.

13. HSU Officers are also staff members of the Union. The Bye-laws outline the Officers' political roles and responsibilities, but they are also subject to the Union's organisational beliefs and procedures, and the obligations outlined in their contract of employment.

Discipline and Removal of Officers

14. HSU Officers can be disciplined through the HSU accountability process outlined in Bye-law 2.

15. An HSU Officer can also be removed from their role via a No Confidence Referendum, This can be triggered by a petition signed by at least 1% of Student Members of Hallam SU.

16. If a No Confidence Referendum in an Officer passes, it will be dealt with the Union's disciplinary procedure and will be treated as gross misconduct.

Bye-law 4: Liberation & Access Groups

Purpose

This Bye-law explains how HSU supports and protects disadvantaged groups at Hallam, including in Union decision-making, campaigning activity, and building communities.

Definitions

1. "Liberation Groups" are groups of students who are disadvantaged within society. These are:
    1.1. Black, Asian & Minority Ethnic (BAME) students
    1.2. Lesbian, Gay, Bisexual & Trans+ (LGBT+) students
    1.3. Disabled students
    1.4. Women students
    1.5. Palestinian students
2. "Access Groups" are groups of students who face barriers during, or when transitioning into and out of, university. These include groups identified in the University's Access & Participation Plan.

Additional Protections Given to Liberation & Access Groups

3. During the Belief-forming process outlined in Bye-law 2, the Policy Forum will conduct an Equality Impact Assessment (EIA) to ensure that the impact that a Belief or a Priority might have on Liberation & Access Groups is understood. EIAs for each Belief will be publicised to students, and students will have the opportunity to give feedback.
4. While HSU aims to develop thriving student-led communities through Societies, we recognize that some groups of students face additional barriers to engagement that make this more challenging. Therefore, Hallam SU will work with Liberation Groups to create opportunities for them to connect, socialise, and advocate for change within the Union, even if a Society is not officially formed. The creation of these spaces will be guided by factors such as the size and needs of the group.
5. Where a Society that represents a Liberation Group exists, it will be consulted in Union decision-making when a Belief may affect that group. If a Society doesn’t exist, the Union will engage with any other groups or initiatives developed according to point 4.
6. HSU will provide appropriate resource to deliver projects that improve the experience of Liberation & Access Groups.

Bye-law 5: Elections & Referendums

Purpose

This Bye-law explains how Hallam SU runs elections & referendums, and how Hallam students can get involved, either as a candidate or as a voter. It also explains how the Union keeps elections & referendums fair, and how students can submit a complaint about an election or referendum.

Overview & Scope

1. Hallam SU runs elections to recruit certain positions within the Union. These include:
    1.1. the HSU Officers.
    1.2. Student Trustees.
2. Other elected positions can be established by the Board of Trustees, or by a vote at a Members' Meeting.
3. This Bye-law applies to elections for the positions in point 1 of this Bye-law. It doesn't apply to elections for other elected positions not listed above, like Society elections.

Elections

4. Hallam SU will maintain a set of guiding principles which should apply to all elections at Hallam SU. The aim of the guiding principles will be to describe the spirit in which all elections should be held.
5. All votes will be held secretly.
6. Hallam SU will publish a set of election rules for each election.
7. Election candidates are always subject to general Union & University regulations, and the law. If any of these are broken, it will be considered a rule break, even if a specific election rule isn't broken.

The Returning Officer

8. The Board of Trustees will appoint a Returning Officer for each election and referendum. The Returning Officer must be independent of Hallam SU and not have any interest in the outcome of the election.
9. The role of the Returning Officer is to:
    9.1. publicise the rules of elections, the positions up for election, and any conditions on those positions.
    9.2. publicise the dates of elections, including when students can apply, and when voting opens and closes.
    9.3. promote the elections to students as much as possible, to encourage both candidates and voters to get involved.
    9.4. publicise the list of candidates once it is public and give voters the information they need to make an informed vote.
    9.5. provide opportunities for candidates to answer questions from potential voters and other candidates.
    9.6. make sure that the election is run freely and fairly.

9.7. agree on an appropriate and fair voting system for the election, and any other relevant processes.
9.8. rule on any complaints or rule breaks and decide on sanctions.
9.9. report to the Board of Trustees and to the University on the outcome of the election, and whether they think the election was run freely and fairly.
9.10. publicise the results of elections.
9.11. oversee the running of referendums.

10. The Board of Trustees will also agree on a Deputy Returning Officer (DRO), who will be a senior member of Hallam SU staff and will deal with the day-to-day running of elections and referendums. The Returning Officer can delegate any of their responsibilities to the DRO.

Who can be a candidate and who can vote

11. Only Student Members of Hallam SU can be a candidate in any election. This means current students who haven't opted out of Union membership, and current HSU Officers.

12. Career staff at Hallam SU or Sheffield Hallam University who are also Student Members may not be a candidate in any election. For the avoidance of doubt, HSU Officers are not considered career staff.

13. The Returning Officer may set additional eligibility restrictions on some roles and may set limits on the number of candidacies a Member may hold.

14. Candidates for HSU Officer and Student Trustee positions must be eligible to be a Trustee of a Charity under UK law.

15. Only students who are considered as 'Overseas' or 'International' students by the University may be elected as International Students' Officer.

16. Only students enrolled on a course within the respective College can be elected as Education Officer for the College of Business, Technology & Engineering, the College of Health, Wellbeing & Life Sciences, and the College of Social Sciences & Arts.

17. For elections for HSU Officer positions and Student Trustees, all Student Members are entitled to vote. For other elected positions created according to point 2, there may be restrictions on who can vote.

Referendums

18. A referendum is an all-Student Member vote to decide how Hallam SU should act on an issue. They can also be used to set Hallam SU policy, to change these Bye-laws, and also to decide on whether an HSU Officer or Trustee should be removed from their position.

19. A referendum can be called by a petition signed by at least 1% of Student Members of Hallam SU that is presented to Hallam SU, or by a resolution of the Board of Trustees.

20. The Returning Officer will set the wording of the question that will be asked in the referendum. The question must be clear and unambiguous to voters and must not encourage voters to favour one response over another.

21. A referendum is only considered valid if 1% of Student Members have voted in it. The referendum is decided by a simple majority (i.e., if there are more 'Yes' votes than 'No' votes, then the referendum passes).

22. The Returning Officer will decide whether it is appropriate to include an 'Abstain' voting option. Abstentions will count towards the 1% voter threshold but aren't counted when counting whether the referendum passes or not.

23. The Returning Officer will ensure that the referendum is well-publicised among Hallam students. This must take place no more than ten working days after the petition or belief that triggered the referendum is presented to the Students' Union.

24. There will be a period where Student Members can make additional arguments for and against the referendum question. This period must last at least five working days.

25. The Returning Officer will fairly invite Student Members to form campaign teams for each side of the referendum question.

26. Campaign teams will have a budget and must adhere to guiding principles and rules as laid out by the Returning Officer.

27. If no campaign team is recruited for either or both sides of the question being asked in the referendum, the referendum will continue as usual.

28. The Returning Officer will ensure that the voting period in the referendum allows as many members as possible to vote. The voting period can't be longer than two weeks.

Bye-law 6: Societies

Purpose

This Bye-law explains what a Society is, how you can create one, how you can join one, how Hallam SU supports registered Societies, and how Societies should be run by their Committees.

Overview

1. A Society is a group of students who share a common interest, hobby, or cause. Societies are run by Hallam students. They arrange events and activities to build community among Hallam students. Hallam SU provides additional resources, support and funding to Societies that are registered with the Union.

Creating a Society

2. New Societies can register with Hallam SU according to the New Society Application process. The process will outline who makes decisions, and how.
3. For a Society to register with Hallam SU, it needs to present:
    3.1. the name of the Society.
    3.2. an overview of the purpose of the Society.
    3.3. a list of at least ten Hallam SU Student Members who will join the Society, including three who will serve as President, Secretary, and Treasurer on the Society's Committee for the Society's first year.
    3.4. the proposed membership cost of the Society.
4. Societies which are considered 'High-Risk' also need a compulsory Health & Safety Officer. The Application process will explain how High-Risk Societies are identified.
5. A Society may not be allowed to register with Hallam SU if its purpose is deemed to be too similar to the purpose of an existing Society.
6. A Society may also not be allowed to register with Hallam SU if its purpose goes against the Union's strategy or charitable aims.
7. Every Society must have a constitution, which explains its purpose and how it operates. Hallam SU will provide a model constitution, which will be used for any Society that doesn't write its own constitution.
8. Every Society must also agree to the general terms and Code of Conduct as laid out by Hallam SU.
9. The Committee of every new Society must attend a Society induction session before being officially registered with Hallam SU.

Joining a Society

10. All Student Members of Hallam SU and opted-out students are entitled to join any Hallam SU Society.
11. Associate Members of Hallam SU are entitled to join Societies which have an Associate Membership option.

12. Membership for some Societies is free, but others have a membership fee. Societies might also have additional costs for events and activities.

Running a Society

13. Society Committee members will make sure that:

    13.1. the Society is run in a fair and democratic way.
    13.2. their Society remains financially sustainable, and that funds are spent in a way that benefits all Society members.
    13.3. the Society's activities support the interests of its members.
    13.4. the principles of Equality, Diversity & Inclusion are prioritised within the Society.
    13.5. All committee members are aware of their responsibilities in relation to Health & Safety, and processes for running events.
    13.6. There is continuity between incoming and outgoing Committee members.

14. It is the Committee's responsibility to ensure that engagement with the Society is sustainable. Societies that don't elect a full Committee may be disbanded for the coming year.

Support for Societies

15. Hallam SU will support Societies to run events and activities.

16. Societies will have access to funding from Hallam SU. The Union will publish clear guidelines for accessing funding.

17. Hallam SU will support Societies to run elections for Committee positions at appropriate times in the year.

18. Hallam SU will provide opportunities for students to take on disbanded Societies to keep them going through the "Adopt a Soc" process.

19. Where a committee cannot be found for Societies which represent Liberation groups, the Society will remain in "Adopt a Soc" until one is found.

Bye-law 7: Members' Meetings

Purpose

This Bye-law explains what a Members' Meeting is, what happens at a Members' Meeting, and how Hallam SU students can call a Members' Meeting.

Overview

1. A Members' Meeting is a meeting of Student Members, where they can conduct business and make decisions about how Hallam SU should be run.
2. For the meeting to be valid, at least 30 Student Members must be in attendance.
3. At any Members' Meeting, Student Members can:
    - 3.1. create new HSU Beliefs & Priorities.
    - 3.2. amend or remove existing HSU Beliefs & Priorities.
    - 3.3. discuss and resolve any other urgent student issues.
4. Changes to the HSU Beliefs will be decided by a majority vote of the Members' Meeting. Changes to the HSU Priorities require a two-thirds majority vote.
5. Members' Meetings will be chaired by the HSU President, apart from the Annual Members' Meeting, which will be chaired by the Chair of the Board of Trustees. If the appointed Chair is unavailable, another Officer or Trustee will chair the meeting.
6. The Chair is responsible for running the Members' Meeting, including managing the order of business and determining speaking rights.
7. All Student Members of HSU may attend, speak and vote at any Members' Meeting.
8. Lay Trustees and the CEO may attend and speak but may not vote.
9. Associate Members may attend but may not speak or vote.
10. Members' Meetings can be called by:
    - 10.1. a two-thirds majority vote of the HSU Officer team.
    - 10.2. a Trustee Board resolution.
    - 10.3. a petition signed by at least 50 Student Members.
11. Notice of the meeting and items for discussion will be shared with students at least five working days before the meeting.

Annual Members' Meeting

12. One Members' Meeting each academic year will be the Annual Members' Meeting.
13. The agenda of the Annual Members' Meeting will include:
    - 13.1. A report from the Trustees on Hallam SU's activities over the year
    - 13.2. Presentation of the Union's accounts
    - 13.3. Approval of the list of affiliations
    - 13.4. Open questions to the Trustees from Student Members.

Bye-law 8: Subcommittees of the Board of Trustees

Purpose

This Bye-law explains the Subcommittees of the Board of Trustees, what their purpose is, and what they do.

Overview

1. The Subcommittees of the Board of Trustees include:
    1.1. The Appointments Committee

Appointments Committee

2. The Appointments Committee has the following purpose:
    2.1. To oversee the appointment of Lay Trustees.
    2.2. To nominate Student Members for election as Student Trustees.

Other Committees

3. From time to time, the Board of Trustees may establish additional Subcommittees, to which it may delegate specific responsibilities.
4. Each Subcommittee will have an agreed membership and Terms of Reference which will be reviewed and agreed by the Board of Trustees annually.
5. Each Subcommittee must include at least one HSU Officer as part of its membership.