

Articles of Governance

July 2014

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Name, Interpretations, Objects & Powers

Name and Preamble

1. There shall be a Students' Union in the name of Sheffield Hallam University Students' Union hereinafter called "the Students' Union". The shorter name of Sheffield Hallam Students' Union may also be used.
2. Sheffield Hallam Students' Union is devoted to the educational interests and welfare of its members. These Articles of Governance have been structured to give the Board of Trustees reasonable authority to manage the affairs of the Students' Union in a professional manner. The members enjoy the right, which must be exercised in accordance with charity law, to elect a proportion of the Trustees and to dismiss all the Trustees. The Board of Trustees will give the utmost consideration to the views of members.
3. The Students' Union will seek at all times to:
 - 3.1. ensure that the diversity of its membership is recognised and that equal access is available to all members of whatever origin or orientation
 - 3.2. promote and encourage contact and co-operation between students in all matters affecting their interests without regard to ethnic origin, nationality, gender, sexual orientation, religion, disability or age
 - 3.3. pursue its aims and objectives independent of any political party or religious group
4. Under the Education Act 1994, Sheffield Hallam University has a statutory duty to ensure that the Students' Union operates in a fair and democratic manner and is held to proper account for its finances. The Students' Union therefore works alongside Sheffield Hallam University in ensuring that the affairs of the Students' Union are properly conducted and that the educational and welfare needs of the Students' Union's members are met.

Interpretation

5. In these Articles of Governance and in any Regulations the following words and phrases shall have the followings meanings unless the meaning is not consistent with the context of the word in question:
 - 5.1. **Academic Year**
A period starting on 1 September in any year and ending on 31 August in the following year or, if different, the academic year of the University
 - 5.2. **Articles**
these Articles of Governance of the Students' Union
 - 5.3. **Board of Trustees**
the Board of Trustees
 - 5.4. **Bye Laws**
the bye laws setting out the working practices of the Students' Union made from time to time in accordance with Article 77
 - 5.5. **Chair**
the External Trustee appointed to the position of Chair
 - 5.6. **Chief Executive**
the senior employee of the Students' Union appointed by the Board of Trustees to carry out the duties allocated and delegated to him/her
 - 5.7. **Clear Days**
in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect
 - 5.8. **Code of Practice**
the code of practice relating to Sheffield Hallam University's obligations under Section 22 of the Education Act 1994

- 5.9. External Trustee**
a Trustee appointed in accordance with Articles 27–29 who for the avoidance of doubt shall not be deemed to be either a major Students’ Union office holder or a sabbatical Students’ Union office holder for the purposes of section 22 of the Education Act 1994
- 5.10. Education Act**
the Education Act 1994
- 5.11. Elected Officers**
those members who are elected as Sabbatical Officers by cross-campus ballot and who are deemed to be major office holders for the purpose of Section 22 of the Education Act 1994
- 5.12. Elected Trustees**
the Elected Officers who serve as Trustees, appointed in accordance with Articles 23–25
- 5.13. in writing**
means written, printed or transmitted writing including by electronic communication
- 5.14. Liberation Groups**
a group of students who share a specific common interest who meet together to support each other and provide feedback into the Students’ Union structure
- 5.15. the University**
Sheffield Hallam University
- 5.16. members**
members of the Students’ Union being enrolled students at Sheffield Hallam University
- 5.17. Office**
the principal office of the Students’ Union
- 5.18. Quorum Provisions**
2% of Full Members, or 400 Full Members, whichever is the greater
- 5.19. Personal Interest**
as set out in Article 53 shall mean a financial interest or an interest that does not arise in the ordinary course of being a member
- 5.20. Policy**
representational policy set by Referenda or the Students’ Union Council in accordance with Article 78 and Articles 81–86. Representational policy is only subject to the authority of the Board of Trustees on the grounds of financial considerations, charity or education law or other legal requirements (including ultra vires) or reputation of the Students’ Union
- 5.21. President of the Students’ Union**
elected by members to be the President of the Students’ Union and deemed to be a major office holder of the Students’ Union for the purposes of Section 22 of the Education Act 1994
- 5.22. Referenda**
a vote that all members of the Students’ Union are entitled to cast
- 5.23. Returning Officer**
the person(s) appointed Students’ Union to be responsible for the good conduct and administration of all elections and referenda
- 5.24. Elected Officer**
an Officer who has a portfolio appointed in accordance with Articles 79–80 and deemed to be a major office holder of the Students’ Union for the purposes of Section 22 of the Education Act 1994
- 5.25. Student**
any individual who is enrolled on an approved programme of study provided by Sheffield Hallam University
- 5.26. Student Trustee**
a Trustee appointed in accordance with Article 26 who is a student and for the avoidance of doubt shall not be deemed to be either a major Students’ Union office holder or an Elected Students’ Union office holder for the purposes of Section 22 of the Education Act 1994.
- 5.27. Trustee and Trustees**
the Elected Officer Trustees, Student Trustees and External Trustees
- 5.28. the Students’ Union**
Sheffield Hallam University Students’ Union or Sheffield Hallam Students’ Union

5.29. Students' Union

the Student body constituted in accordance with these Articles and Council the Bye Laws of the Students' Union

- 6.** Any reference to a statute, statutory provision or subordinate legislation shall (except where the context otherwise requires) be construed as referring to such legislation as amended and in force from time to time and to any legislation which (either with or without modification) re-enacts, consolidates or enacts in rewritten form any such legislation
- 7.** Words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and vice versa

Objects

- 8.** The Students' Union's objects are the advancement of education of students at Sheffield Hallam University for the public benefit by:
 - 8.1.** promoting the interests and welfare of students at Sheffield Hallam University during their course of study and representing, supporting and advising students;
 - 8.2.** providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students;
 - 8.3.** being the recognised representative channel between students and Sheffield Hallam University and any other external bodies

Powers

- 9.** To promote its objects, but not for any other purpose the Students' Union may:
 - 9.1.** provide services and facilities for students
 - 9.2.** establish, support, promote and operate a network of student activities for members
 - 9.3.** alone or with organisations seek to influence governmental and other bodies and institutions regarding the development and implementation of appropriate policies provided that

all such activities are conducted on the basis of well-founded reasoned argument and shall be confined to the activities which an English charity may properly undertake and provided that the Students' Union complies with the Education Act (1994) and any guidance published by the Charity Commission

- 9.4.** write, make, commission, print, publish or distribute materials or assist in these activities
- 9.5.** promote, initiate, develop and carry out education and training and arrange, provide, or assist with exhibitions, lectures, meetings, seminars, displays or classes
- 9.6.** promote, encourage, carry out or commission research, surveys, studies or other work and publish the useful results
- 9.7.** provide or appoint others to provide guidance, representation and advocacy
- 9.8.** purchase, lease, hire or receive property including land, buildings and equipment and equip it for use
- 9.9.** sell, manage, lease, mortgage, exchange, dispose of or deal with all or any of its property (subject to any consent required by law)
- 9.10.** borrow and raise money on such terms and security as the Students' Union may think suitable (subject to any consent required by law)
- 9.11.** raise funds and invite and receive contributions from any person(s) provided that the Students' Union shall not carry out any taxable trading activities raising funds
- 9.12.** carry on primary purpose trade in the course of carrying out any of its objects
- 9.13.** incorporate wholly owned subsidiary companies to carry on any taxable trade
- 9.14.** subject to Clause 9.27 employ and pay employees and professionals or other advisors

- 9.15.** grant pensions and retirement benefits to employees of the Students' Union and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for employees of the Students' Union and their dependants
- 9.16.** set up charities with identical or similar objects and/or promote, support, aid, amalgamate or co-operate with, become a member of affiliate or associate of, and act as or appoint trustees, agents, nominees or delegates to control and manage such charitable institutions, subscribe, lend or guarantee money to such charities
- 9.17.** undertake and execute any charitable trusts which may lawfully be undertaken by it
- 9.18.** invest and deal with the Students' Union's money not immediately required for its objects in or upon any investments, securities or property
- 9.19.** delegate the management of investments to an appropriately experienced and qualified financial expert provided that:
- 9.19.1.** the investment policy is set down in writing for the financial expert by the Trustees
- 9.19.2.** every transaction is reported promptly to the Trustees
- 9.19.3.** the performance of the investment is reviewed regularly by the Trustees
- 9.19.4.** the Trustees are entitled to cancel the delegation at any time
- 9.19.5.** the investment policy and the delegation arrangements are reviewed at least once a year
- 9.19.6.** all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt
- 9.19.7.** the financial expert may not do anything outside the powers of the Trustees
- 9.20.** arrange for investments or other property of the Students' Union to be held in the name of a nominee (being a company or a limited liability partnership registered or having an established place of business in England and Wales) under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee required
- 9.21.** lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company
- 9.22.** open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange
- 9.23.** purchase or acquire all or any of the property, assets, liabilities and engagements of any charities with objects similar to the Students' Union's objects
- 9.24.** incorporate and transfer all its assets to a charitable limited liability legal entity
- 9.25.** pay out of the funds of the Students' Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Students' Union provided that no such insurance shall extend to any claim arising from any liability incurred by the Trustees to pay a fine imposed in any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct; or any liability incurred by the Trustees to the Students' Union that arises out of any conduct which the Trustees knew (or must reasonably be assumed to have known) was not in the interests of the Students' Union or in the case of which

they did not care whether it was in the best interests of the Students' Union or not

- 9.26.** do all such other lawful things as shall further the Students' Union's objects
- 9.27.** the income and property of the Students' Union shall be applied solely towards the promotion of its objects set out in the Articles of Governance. No part shall be paid or transferred directly or indirectly to members of the Students' Union except for payment in good faith of:
- 9.27.1.** any payment made to any beneficiary of the Students' Union (including a member)
- 9.27.2.** reasonable and proper remuneration to any person (not being a Trustee) for any services given to the Students' Union and of reasonable travelling and other out of pocket expenses necessarily incurred in carrying out the duties of any member, officer or employee of the Students' Union
- 9.27.3.** interest on money lent to the Students' Union at a reasonable and proper rate per annum
- 9.27.4.** any reasonable and proper rent for premises let to the Students' Union
- 9.27.5.** fees, remuneration or other benefits in money or money's worth to any company of which a Trustee or a member of his or her immediate family holds one percent on the capital
- 9.27.6.** reasonable and proper out-of-pocket expenses of Trustees
- 9.27.7.** reasonable and proper premiums in respect of indemnity insurance effected in accordance with Article 94 of the Articles of Governance
- 9.27.8.** the usual professional charges for business done by any Trustee who is a solicitor, accountant or other professional, or by any partner of his or hers, when instructed by the Students' Union to act in a professional

capacity on its behalf; except that at no time shall a majority of the members of the Students' Union or of the Trustees benefit under this provision and provided that any such member or Trustee shall withdraw from any meeting at which his or her appointment or remuneration or that of his or her partner is under discussion; and

- 9.27.9.** reasonable and proper remuneration to any Elected Officer Trustee to be remunerated by the Students' Union from time to time but:
- 9.27.9.1.** only if the procedure described in Articles 23-25 of the Articles of Governance is followed in relation to the Elected Officer Trustees;
- 9.27.9.2.** provided that this provision may not apply to more than six Elected Officer Trustees in any financial year at any one time; and
- 9.27.9.3.** subject always to the provision of section 22 of the Education Act (as amended, revoked, consolidated or re-enacted in any form)
- 9.28.** no provision contained in the Articles of Governance of the Students' Union may be altered and/or amended by the Students' Union without the written approval of Sheffield Hallam University (such approval not to be unreasonably withheld or delayed) and no such alterations shall be valid until such approval has been obtained, in accordance with the Education Act 1994

Winding up

- 10.** If the Trustees decide that it is necessary or advisable to dissolve the Students' Union it shall call a meeting of all members of the

Students' Union or call a referendum for which not less than fifteen working days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting at a meeting, or a simple majority of a quorate referendum, the Trustees shall have the power to realise the assets held by or on behalf of the Students' Union.

11. If any property remains after the Students' Union has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among members of the Students' Union. It shall instead be given or transferred to Sheffield Hallam University, or if Sheffield Hallam University has ceased to exist some other charitable institution or institutions having similar objects to those of the Students' Union and which prohibits the distribution of its or their income and property among its or their members to an extent at least as great as these Articles of Governance impose upon the Students' Union. The institution or institutions which are to benefit if SHU has ceased to exist shall be chosen by the members of the Students' Union at or before the time of winding up or dissolution.

Membership

- 12.** All students of the University are full members of the Students' Union, unless they have opted out by notifying Sheffield Hallam Students' Union of their wish not to be a member of the Students' Union
- 13.** Elected Officers of the Students' Union are full members of the Students' Union
- 14.** Members of the Students' Union shall be entitled to the benefits set out in the Code of Practice. Membership rights of members may be withdrawn or suspended in accordance with the Bye-laws
- 15.** A Member shall automatically cease to be a member of the Students' Union when s/he ceases to be a student, or subsequently opts out of membership by giving written notice to the Students' Union in accordance with the Bye-laws and/or when s/he ceases to be an Elected Officer and Trustee

Associate Membership

- 16.** Associate membership of the Students' Union shall be granted to all persons in the employ of the University or the Students' Union

Life Membership

- 17.** All former full members of the Students' Union are eligible to become Life Members. The Students' Union Council shall determine the form of application for Life Membership and Life Membership shall be subject to such rights and obligations as the Students' Union Council consider appropriate. Life Members shall not be members for the purposes of the Articles of Governance and shall not be entitled to vote on any matter. The Students' Union Council has the power to revoke Life Membership.

Honorary Life Membership

- 18.** The Students' Union Council may elect to and remove from Honorary Life Membership of the Students' Union such persons as they consider to be fit. An Application for Honorary Life membership shall be made in the form to be determined by the Students' Union Council from time to time and Honorary Life Membership shall be subject to such rights and obligations as the Students' Union Council consider appropriate. Provided always that such Honorary Life Members shall not be members for the purposes of the Regulations and shall not be entitled to vote on any matter.

Reciprocal Membership

- 19.** Ordinary members of the National Union of Students shall be reciprocal members of Sheffield Hallam Students' Union. Reciprocal membership may also be granted to ordinary members of other student organisations by the Students' Union Council.
- 20.** The Trustee Board will establish and monitor a "code of conduct" that all members shall be required to adhere to, including when members are involved in activities or at events that are administered or organised by the Students' Union.
- 21.** Breaches of the code of conduct may result in a range of sanctions, including the suspension or removal of any or all of the rights and privileges of membership, including the holding of office.

Trustees and Proceedings of the Trustees

Appointment of Trustees

- 22.** The charity trustees of the Students' Union ("the Trustees") shall be made up of the following persons:
- 22.1.** not more than six Elected Officer Trustees, appointed in accordance with Articles 23-25
 - 22.2.** not more than four Student Trustees appointed in accordance with Article 26
 - 22.3.** not more than four External Trustees appointed in accordance with Articles 27-29

Elected Officer Trustees

- 23.** Up to 6 Elected Officer Trustees shall be elected by secret ballot by the Members of the Students' Union at an election to be held in accordance with the Bye-laws and shall remain in office for a term of usually twelve months commencing in accordance with the Bye-laws. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. The Elected Officer Trustees shall be elected to posts set out in the Bye-laws. At the same time as commencing the term of office as a trustee the Elected Officer Trustees will enter into a contract of employment with the Students' Union for a term to be determined by these Articles
- 24.** Subject to a transitional change in the year of office as set out in Article 23:
- 24.1.** Elected Officer Trustees may be re-elected for a maximum further term of twelve months by the members of the Students' Union at an election to be held in accordance with the Bye-laws
 - 24.2.** the maximum total term that an Elected Officer Trustee may serve is twenty four months
 - 24.3.** each Elected Officer Trustee must be a member of the Students' Union at the time of his or her election
 - 24.4.** the Elected Officer Trustees shall be deemed to be "major Students' Union office holders" for the purposes of

section 22 of the Education Act 1994

- 24.5.** an Elected Officer Trustee shall become a member of the Students' Union for a term of one year on commencement of his or her appointment or reappointment as an Elected Officer Trustee
- 25.** The duties and arrangements for remuneration of each Elected Officer Trustee shall be as set out in the Bye-laws

Student Trustees

- 26.** Up to four Student Trustees will be appointed by an Appointments Panel consisting of the Chair of the Board of Trustees, the President of the Students' Union, the Chair of the Students' Union Council; advised the Chief Executive. Student Trustees shall be appointed for the remainder of their time as a student at Sheffield Hallam University, or a maximum term of 3 years, whichever is the shorter. The Student Trustees shall not be deemed to "major office holders" for the purposes of section 22 of the Education Act 1994.

External Trustees

- 27.** Up to four External Trustees will be appointed by the Appointments Panel. Subject to Article 47 the ratio of student to non student trustees shall with the exception of any period which may not exceed four months, be greater or equal to two to one.
- 28.** External Trustees shall serve a term of four years in office, calculated from the date of their appointment.
- 29.** At the end of the their first term of four years, external trustees shall be eligible for re-appointment by a simple majority vote of the Trustees, but shall not be eligible for re-appointment thereafter if they have served a maximum total term of eight years.

Powers of Trustees

- 30.** The Trustees shall be responsible for overseeing the management and administration of the Students' Union and (subject to the Education Act, the Articles of Governance and Bye-

laws) may exercise all the powers of the Students' Union. No alteration of the Articles of Governance or Bye Laws shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made.

A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees. The Trustee Board will at all times act with collective responsibility.

31. The Board's powers under Article 30 shall include but not be limited to ultimate responsibility for:

- 31.1.** the governance of the Students' Union
- 31.2.** the budget of the Students' Union
- 31.3.** strategy of the Students' Union, following ratification by Elected Representatives of the Students' Union on the strategy and direction of the Student's Union

The Board of Trustees may override any decision or Policy made by the members in general meeting or referendum, or by the Students' Union Council, which the Trustees consider (in their absolute discretion):

- has or may have financial implications for the Students' Union
- is, or may be in breach of, contrary to, or otherwise inconsistent with, charity or education law or any other legal requirements (including ultra vires)
- is not, or may not be, in the best interests of the Students' Union or all or any of its charitable objects
- will or may otherwise affect the discharge of any or all of the responsibilities referred to in Clause 29

32. The Trustees may, by power of attorney or otherwise, appoint any person to be the agent of the Students' Union for such purposes and on such conditions as they determine

33. The Trustees will appoint a Chief Executive who will be the most senior employee of the Students' Union who will be responsible to the Board of Trustees, and who will be the person to whom all other employees of the Students' Union (other than Elected Officers) will be responsible.

34. No person may be appointed as a Trustee in circumstances that, had s/he already been a trustee, s/he would have been disqualified in accordance with Articles 54-57 or otherwise from acting.

Delegation of Trustees' Powers

35. The Trustees may delegate any of their powers or the implementation of any of their resolutions to any committee in accordance with the following conditions:

- 35.1.** the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number); and
- 35.2.** the composition of any such committee shall be entirely in the discretion of the Trustees and may comprise such of their number (if any) as the resolution may specify; and
- 35.3.** the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported forthwith to the Trustees and for that purpose every committee shall appoint a secretary; and
- 35.4.** all delegations under this Article shall be revocable at any time; and
- 35.5.** the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as they may from time to time think fit.

Delegation of day-to-day management powers to the Chief Executive

36. In the case of delegation of the day-to-day management of the Students' Union to the Chief Executive:

- 36.1** the delegated power shall be to manage the Students' Union by implementing the policy and strategy adopted by and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget.
- 36.2** the Trustees shall provide the Chief Executive with a description of his/her role and the extent of his/her authority
- 36.3** The Chief Executive shall report regularly to the Trustees on the activities

undertaken in managing the Students' Union and provide them regularly with management accounts sufficient to explain the financial position of the Students' Union

Delegation of Trustees Powers

37. The Trustees shall establish committees/working groups including but not limited to

37.1. The Finance and Audit Committee

37.2 The Board Development Group

in accordance with their powers under Articles 30-34

38. For the avoidance of doubt, the Trustees may (in accordance with Articles 30-34) delegate all financial matters to any committee and may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustee, provided always that no committee shall incur expenditure on behalf of the Students' Union except in accordance with a budget which has been approved by the Trustees.

39. The meetings and proceedings of any committee shall be governed by the provisions of the Articles of Governance and the Bye-laws regulating the meetings and proceedings of the Trustees so far as the same are applicable and are not superseded by any regulations made by the Trustees.

Expenses of Trustees

40. The Trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of Trustees or committees of Trustees or general meetings of the Students' Union or otherwise in connection with the discharge of their duties.

Proceedings of Trustees

41. Subject to the provisions of the Articles of Governance and the Bye-laws, the Trustees may regulate their proceedings as they think fit.

42. Four trustees may, and the CEO at the request of four Trustees shall, call a meeting of the Trustees. Notice of every meeting of the Trustees stating business to be considered at such meeting shall be sent by post or by

electronic communication to each Trustee at least seven clear days before such meeting unless urgent circumstances require shorter notice, but the proceedings of any meeting shall not be invalidated by any minor irregularity in respect of such notice or by reason of any business being considered which is not specified in such general particulars.

43. The Trustees will appoint an External Trustee to be Chair of the Board of Trustees, for the duration of their term of office. The Trustees may at any time remove him/her from the office of Chair.

44. The President of the Students' Union will be the Deputy Chair of the Trustees unless another Elected Officer Trustee is appointed as Deputy Chair by a resolution of the Trustees. The Trustees may at any time remove him or her from the office of Chair.

45. Questions arising at a meeting shall be decided by a majority of votes. Trustees will at all times act with collective responsibility.

46. The quorum for the transaction of the business of the Trustees shall be seven (such quorum must include at least three Elected Officer Trustees and at least one External Trustee). Guests or observers may be invited, at the discretion of the Chair, to attend meetings of Trustees.

47. The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number. However, if and so long as the number of Trustees is less than the number fixed as a quorum, the Trustees may take steps to increase the number of Trustees (including arranging an election) so that there is a quorum.

48. Unless s/he is unwilling to do so, the Chair shall preside at every meeting of Trustees at which s/he is present. If there is not a Trustee holding that office, or if the Trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Trustees present may appoint one of their number to be chair of the meeting.

49. All acts done by a meeting of Trustees, or of a committee of Trustees, or by a person acting in good faith as a Trustee shall, even if afterwards discovered that there was a defect in the appointment of any Trustee (excluding the election and selection process) or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued

to be a trustee and had been entitled to vote.

- 50.** Save where a Trustee is not entitled to vote on the resolution due to a conflict or otherwise a resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees shall be as valid and effectual as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held. The written resolution may consist of several documents in the like form each signed by one or more Trustees. The date of a written resolution of the Trustees shall be the date on which the last Trustee signs.
- 51.** The Trustees shall invite the Chief Executive to attend and speak at meetings of the Board of Trustees. The CEO shall not be entitled to vote or count in the quorum upon any business transacted at such meetings.
- 52.** The Trustees shall hold a minimum of 4 meetings in any Academic year.

Conflicts of Interest

- 53.** Whenever a person has a personal interest in a matter to be discussed at a meeting, and whenever a person has an interest in another organisation whose interests are reasonably likely to conflict with those of the Students' Union in relation to a matter to be discussed at a meeting s/he must:
- 53.1.** declare an interest before discussion begins on the matter
 - 53.2.** withdraw from that part of the meeting unless expressly invited to remain
 - 53.3.** in the case of personal interests not be counted in the quorum for that part of the meeting
 - 53.4.** in the case of personal interests withdraw during the vote and have not vote on the matter
 - 53.5.** In particular these provisions shall apply to any matter that may directly or indirectly relate to the position of an Elected Officer Trustee who is or is to be remunerated by the Students' Union as an employee of the Students' Union.

Disqualification and Removal of Trustees

- 54.** The Office of a trustee shall be vacated if:
- 54.1.** s/he becomes prohibited at law from being a charity trustee
 - 54.2.** s/he becomes bankrupt or makes any arrangement or composition with his or her creditors generally
 - 54.3.** s/he becomes incapable by reason of mental ill health, disorder, illness or injury of managing and administering his or her own affairs
 - 54.4.** s/he resigns his or her office by notice to the Students' Union (but only if at least two Trustees will remain in office when the notice of resignation is to take effect)
 - 54.5.** s/he is absent from two consecutive meetings of the trustees without apologies and/or good cause
 - 54.6.** s/he is removed from office under Articles 55-57

Removal of Elected Officer Trustees

- 55.** The office of an Elected Officer Trustee shall be vacated if:
- 55.1.** s/he is removed from office following the outcome of disciplinary processes as outlined in Bye Laws 16 and 17
 - 55.2.** an officer removed under Article 55.1 shall be removed both from his or her remunerated elected officer position and as a trustee.

Removal of External Trustees

- 56.** The office of External Trustee shall be vacated if:
- 56.1.** s/he is removed by a resolution of the Trustees for not acting in the best interests of the Students' Union. Such a resolution will be passed by a simple majority of Trustees in accordance with the Bye laws provided that:
 - 56.1.1.** a majority of the Elected Officer Trustees vote in favour of

removing the Trustee concerned;
and

56.1.2. a majority of the External Trustees vote in favour of removing the Trustee concerned

56.1.3. student trustees may vote, but the Trustee concerned shall not vote on this resolution. In the event of an equality of votes, the Chair shall not be entitled to a casting vote.

Removal of Student Trustees

57. The office of a Student Trustee shall be vacated if:

57.1. s/he is removed from office by decision of the Student Disciplinary Procedure in accordance with the Bye Laws

57.2. s/he is removed by a resolution of the Trustees for not acting in the best interests of the Students' Union. Such a resolution will be passed by a simple majority of the Trustees provided that a majority of the Elected Officer Trustees vote in favour of removing the Student Trustee and a majority of External Trustees vote in favour of removing the Student Trustee.

57.3. The Trustee concerned shall not vote on the resolution, but the remaining Student Trustees will be able to vote. In the event of an equality of votes, the Chair shall not be entitled to a casting vote.

Replacement of Trustees

58. If a Student Trustee retires, is disqualified or removed from office at any time, there will be a bye election in accordance with Bye Law 11 and the vacancy shall remain until the elections have been held

General Meetings

Annual General Meeting

59. The Students' Union shall hold an Annual General Meeting once in each calendar year. Not more than 18 months shall pass between the date of one Annual General Meeting and the next.
60. The Annual General Meeting shall be held at such time and place as the Trustees shall think suitable to allow the maximum number of members to attend

Other General Meetings

61. The Trustees, or the Students' Union Council, may call a general meeting at any time. The Trustees shall call a general meeting on receiving a requisition to that effect signed by at least 2.5% of the members having the right to attend and vote at general meetings. General Meetings shall only take place to advise the Trustees and/or the Students' Union Council on matters of policy.

Length of Notice

62. An Annual General Meeting shall be called and clearly advertised by at least 10 clear working days' written notice.

Contents of Notice

63. Every notice calling an Annual General Meeting shall specify the place, day and time of the meeting and the general nature of the business to be transacted. This shall include:
 - 63.1. Ratification of minutes of previous AGM
 - 63.2. Receiving the Trustees report
 - 63.3. Receiving the Accounts
 - 63.4. Appointment of Auditors
 - 63.5. Reviewing list of Affiliations
 - 63.6. Open questions to the Trustees by the Members

Service of Notice

64. Notice of Annual General Meetings shall be given to every Member and to the Trustees of the Students' Union. Every Member has the right to attend Annual General Meetings and the right to vote.

Proceedings at Annual General Meetings

65. No business shall be transacted at any Annual General Meeting unless a quorum is present. Thirty people entitled to vote upon the business to be transacted, each being a member (but excluding Trustees) shall be a quorum.
66. If such a quorum is not present within half an hour from 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 time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.
67. The Chair, if any, of the Trustees or in his or her absence some other Trustee nominated by the Trustees, shall preside as chair of the meeting, but if neither the chair nor such other Trustee (if any) be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Trustees present shall elect one of their number to be chair and, if there is only one Trustee present and willing to act, s/he shall be chair.
68. A Trustee may, even if not a member, attend and speak at any general meeting.
69. The Chair may, with the consent of a meeting at with a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for ten working days or more, at least five clear working days' notice shall be given specifying the time and place of the adjourned meeting and the general nature

of the business to be transacted. Otherwise it shall not be necessary to give any such notice.

70. A resolution put to the vote of a meeting shall be decided on a show of hands unless before or on the declaration of the result of the show of hands a poll is duly demanded. A poll may be demanded by the chair, or by at least ten members having the right to vote at the meeting.

Votes of members at AGMs

71. In a show of hands, every full member present shall have one vote. On a poll, every full member present shall have one vote.

72. In a show of hands or in a poll votes shall be cast by Full Members present showing their SHU cards. Unless otherwise stated, a simple majority shall be required in all matters decided by vote.

73. No other person shall have the power of a vote

74. No member may vote on any matter in which s/he is personally interested, or debate on such a matter without in either case the permission of the majority of the members present in person at the meeting, such permission to be given or withheld without discussion. Membership of activity groups of the Students' Union and any related benefit to such members shall not constitute a personal interest for the purposes of these Articles.

Amendments to the Constitution

- 75.** The Trustees and Sheffield Hallam University shall review the Articles of Governance and Bye-laws every five years with effect from the date that these Articles of Governance come into effect.
- 76.** No alteration or amendment of the Articles of Governance should be made which would have the effect of the Students' Union ceasing to be a Charity. Save where the amendment to the Articles is a consequential amendment due to a change in the Bye-laws, any vote to amend the Articles shall require the following:
- 76.1.** a minimum threshold of 1500 of members voting by referendum
 - 76.2.** the approval of 75% of the members of the Students' Union who vote in the referendum; and
 - 76.3.** the approval of Sheffield Hallam University (where required for the purposes of compliance with Section 22 of the Education Act 1994).

Bye-laws

- 77.** The Trustees and the Students' Union Council shall have the power from time to time to make, repeal or alter Bye-Laws as to the management of the Students' Union and its affairs and working practices within the powers or under the control of the Trustees, provided that such Bye-Laws shall not be inconsistent with these articles of Governance.

Referenda

- 78.** The Students' Union shall strive to hold an ordinary Referendum for the purposes of agreeing Policy every Academic year, subject to quorum provisions set out in the Bye-laws. The Bye-laws set out the procedures for calling a Referendum.

The Elected Officers

- 79.** The Elected Officers shall meet in accordance with the Bye-laws. The Elected Officers' responsibility shall include, but not be limited to, the following:
- 79.1.** representational: to promote and defend the rights of members
 - 79.2.** campaigning: to campaign on issues affecting members
- 80.** Elected Officers will act with collective responsibility

Students' Union Council

- 81.** The Students' Union Council shall have authority to:
 - 81.1.** represent the voice of Students
 - 81.2.** subject to Article 85 set the policy of the Students' Union, and refer policy to referenda of the members (in accordance with the Bye-laws)
 - 81.3.** amend the Bye-laws subject to Article 77
 - 81.4.** receive a quarterly report from the Trustees
 - 81.5.** set up a sub-group to appoint Honorary Life members in accordance with the Bye-laws
 - 81.6.** hold the Elected Officers to account for their representational work
- 82.** The composition of the Students' Union Council shall be as set out in the Bye-laws.
- 83.** Members of the Students' Union Council shall be appointed in accordance with the Bye-laws.
- 84.** The Students' Union Council shall meet in accordance with the Bye-laws
- 85.** Decisions made by the Students' Union Council are only subject to the authority of the Trustee Board on the following grounds:
 - 85.1.** financial considerations
 - 85.2.** charity or education law, or other legal requirements (including ultra vires)
 - 85.3.** reputation of the Students' Union
- 86.** All policies of the Students' Union and decisions made by the Students' Union Council are binding on all members of the Students' Union Council collectively and individually

Minutes

- 87.** The Trustees shall keep minutes of all proceedings at the Annual General Meeting of the Students' Union and of meetings of the Trustees, and of Committees of Trustees, including the names of the Trustees present at each such meeting and any such minute, if purported to be signed by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Trustee of the Students' Union, be sufficient evidence of the proceedings. Unless deemed sensitive or confidential, the minutes of the meetings will be available to Members.

Accounts and Reports

- 88.** The Trustees shall comply with the requirements of the Education Act and the Charities Act 2006 (or any statutory re-enactment or modification of those Acts) as to keeping financial records, the audit or examinations of accounts.
- 89.** The members of the Students' Union have the right to ask the Trustees questions in writing about the content of any documents referred to in Articles 87 and 88.

Notices

- 90.** Subject to Article 91, any notice to be given to or by any person pursuant to the Articles of Governance shall be in writing except that a notice calling a meeting of the Trustees need not be in writing.
- 91.** The Students' Union may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at his or her address or by leaving it at that address or by facsimile or by electronic means to his or her address or by posting it on the Students' Union website.
- 92.** A member present at any meeting of the Students' Union shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called
- 93.** Proof that an envelope containing a notice was properly addressed, prepaid and posted shall

be conclusive evidence that the notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or in the case of a notice posted on the Students' Union's website at the expiration of 48 hours after it was posted.

Indemnity

- 94.** Subject to the provisions of the Act, but without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee or other officer or auditor of the Students' Union shall be indemnified out of the assets of the Students' Union against any liability incurred by him or her in defending any proceedings, whether civil or criminal, in which judgement is given in his or her favour or in which s/he is acquitted or in connection with any application in which relief is granted to him or her by the court from liability for negligence, default, breach or duty or breach of trust in relation to the affairs of the Students' Union, and against all costs, charges, losses, expenses or liabilities incurred by him or her in the execution and discharge of his or her duties or in relation thereto provided that no such insurance shall extend to:
- 94.1** any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceeding or a sum payable to a regulatory authority by way of a penalty in respect of non-compliance with any requirement of a regulatory nature (however arising);
- 94.2** any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonestly, or wilful or reckless misconduct; or
- 94.3** any liability incurred by the Trustees to the Students' Union that arises out of any conduct which the Trustees knew (or must reasonably be assumed to have known) was not in the interests of the Students' Union or in the case of which they did not care whether it was in the best interests of the Students' Union or not

Trustees Indemnity Insurance

- 95.** The Trustees shall have power to resolve pursuant to Article 9.25 to effect trustees' indemnity insurance, despite their interest in such policy

Bye Law 1 – Membership

Full Members	<ol style="list-style-type: none">1. All enrolled students of Sheffield Hallam University are full members of Sheffield Hallam Students' Union, unless they have opted out by notifying Sheffield Hallam University of their wish not to be a member of the Students' Union.2. Full Members may be represented by the Students' Union on matters within the scope of these Articles of Governance, to Sheffield Hallam University and other external bodies who may seek the views of a Full Member or to whom the Students' Union may wish to make representations on behalf of a Full Member.3. Full Members shall be entitled to:<ol style="list-style-type: none">3.1 participate in the governance of the Students' Union by being eligible to:<ol style="list-style-type: none">3.1.1 vote in Elections, join in the petition for a Referendum and vote in any Referendum;3.1.2 attend and vote at Students' Union General Meetings;3.1.3 attend and vote at Zones;3.1.4 stand for election as an Elected Officer or any other Representative post within the structures of the Students' Union, subject to any rules or regulations laid down for elections.3.2 participate in the activities of Sheffield Hallam Students' Union and its affiliated Clubs, Societies and Liberation groups, and to use the services and amenities provided by, or for the intended use of, Full Members of the Students' Union.3.3 on production of his or her valid SHU card, introduce two guests at any one time to areas restricted to members only provided or managed by the Students' Union.3.4 attend and observe meetings of the Students' Union Council, the Representative Committee and other Committees, except those dealing with issues relating to personnel or discipline. However, only members of the Students' Union Council, the Representative Committee or the specific Committee in question, have the right to speak or vote.3.6 reasonable and timely access to published information regarding the conduct of the Students' Union's affairs and finances, including:<ol style="list-style-type: none">3.6.1 these Articles of Governance, Bye Laws, Regulations, Policies and the ratified minutes of any Students' Union meeting, except those dealing with issues relating to personnel or discipline;3.6.2 the Annual Accounts of the Students' Union;3.6.3 the Annual Report on the affairs, activities and finances of the Students' Union;3.6.4 the list of organisations and bodies to which the Students' Union is affiliated, including details of any subscription or affiliation fees paid, and the amount and nature of any donations made to such organisations. <p>Requests for such information should be directed through the President.</p>
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	<p>4. A member shall cease to be a member of the Students' Union when s/he ceases to be a student, or opts out of membership by giving notice to the Students' Union or University, and/or when s/he ceases to be an Elected Officer. Membership rights may be withdrawn or suspended in accordance with these Articles of Governance and Bye Laws.</p>
<p>Associate Members</p>	<p>5. Any employee of the University or of the Students' Union is considered to be an Associate Member of the Students' Union, subject to any conditions to be applied generally to Associate Members and approved by the Students' Union Council. A valid staff SHU card will be recognised as evidence of Associate membership.</p> <p>6. Associate Members shall not be entitled to participate in the governance of the Students' Union in any way, and in particular shall not be entitled to stand for election or vote in any election for any representative post within the structures of the Students' Union.</p> <p>7. The status of an Associate Member and the benefits of membership which may be enjoyed by an individual Associate Members are subject at all times to the Disciplinary Regulations set out in the Bye Laws and decisions made under them. Membership rights may be withdrawn or suspended in accordance with these Articles of Governance and Bye Laws.</p>
<p>Life Members</p>	<p>8. All former members of Sheffield Hallam Students' Union are eligible to become life members. The Students' Union Council shall decide the form of application for Life Membership, which is subject to such rights and obligations as the Students' Union Council considers appropriate. Life Membership will not be granted to anyone who has been expelled from the University or permanently excluded from the Students' Union. Life Members are subject at all times to the Disciplinary Regulations set out in the Guidance and Strategy documents, and decisions made under them. Membership rights may be withdrawn or suspended in accordance with these Articles of Governance and Bye Laws.</p> <p>9. Life Members shall not be entitled to participate in the governance of the Students' Union in any way, and in particular shall not be entitled to stand for election or vote in any election for a representative post within the structures of the Students' Union. Life Members are entitled to attend Students' Union General Meetings and meetings of the Students' Union Council and of the Representative Committee but without any right to speak or to vote at any of these meetings.</p> <p>10. Life Members (subject to any relevant rules and regulations made by the Students' Union Council and subject to the payment of such annual fee required by the Representative Committee) shall be entitled to:</p> <p>10.1 participate in the activities of the Students' Union and its affiliated Clubs and Societies, and to use the services and amenities provided by or for the intended use of the Life Member.</p> <p>10.2 on production of their valid SHU card, introduce two guests at any one time to areas restricted to members only provided or managed by the Students' Union;</p> <p>11. The Students' Union Council may elect to and remove from Honorary Life Membership anyone they consider to be suitable on such terms as they shall determine. There shall be no fee or charge levied for Honorary Life Membership. Elected Officers shall be conferred with Honorary Life Membership upon completion of their term in Office.</p> <p>12. The status of Life Member, and the rights and privileges attached, shall at all times be subject to review or repeal by the Students' Union Council, who may withdraw any or all of the privileges set out above. There shall be no right of appeal and any review or repeal by the Students' Union Council is final.</p>

	<p>13. The Representative Committee may from time to time set down such charges as it sees fit for Life Membership, except that no charge may be applied to employees of the Students' Union for such membership.</p> <p>14. Life Members are not entitled to participate in any way in the governance of the Students' Union, and in particular are not entitled to stand for election, or vote in any election for any representative post in the Students' Union.</p> <p>15. The status of a Life Member and the benefits of membership which may be enjoyed by an individual Life Member are subject at all times to the Disciplinary Regulations set out in the Articles of Governance and Bye Laws, and decisions made under them. Membership rights may be withdrawn or suspended in accordance with these Articles of Governance and Bye Laws.</p>
Reciprocal members	<p>16. Students who are members of any other Students' Union that is affiliated to the National Union of Students shall be recognised as reciprocal members of Sheffield Hallam Students' Union whilst they are living in or visiting Sheffield. The Students' Union Council may also grant Reciprocal membership to members from other student organisations.</p> <p>17. Reciprocal Members shall be entitled to use all services and facilities provided for their intended use.</p> <p>18. Reciprocal members are not entitled to participate in any way in the governance of the Students' Union, and in particular are not entitled to stand for election, or vote in any election for any representative post in the Students' Union</p> <p>19. Reciprocal Membership will lapse when the Member ceases to qualify as a Reciprocal Member.</p> <p>20. Reciprocal Members shall be required to abide by the provisions of these Articles of Governance and Bye Laws at all times while on Students' Union Premises, or premises operated for or on behalf of the Students' Union. Any breach of those provisions shall be considered a breach of discipline, and any or all privileges of membership may be withdrawn at the discretion of the Representative Committee. There shall be no right of appeal and the decision of the Representative Committee is final.</p>
Opted out students	<p>21. All students have the right to opt out of Students' Union membership, this should be indicated at enrolment, and the decision remains effective for the duration of the course of study. A student may subsequently "opt in" to Students' Union membership at any point by writing to the President, who will inform the University Secretary within 5 days.</p> <p>22. An Opted Out Student is entitled to receive a SHU Card which indicates that the student is not a member of the Students' Union. Students who choose not to be members of the Students' Union shall be entitled to be a member of all Clubs and Societies, to use the facilities and services and to participate in Students' Union activities. Opted out students are not entitled to participate in any way in the governance of the Students' Union, and in particular are not entitled to stand for election, or vote in any election for any representative post in the Students' Union</p> <p>23. An Opted Out Student and the benefits to which he or she may be entitled are subject at all times to the Disciplinary Regulations and decisions made under them.</p>
General matters applicable to all members	<p>24. Identity of Members Each Member and Opted Out Student will receive proof of her/his status as a Member or Opted Out Student by way of a SHU card, which remains the property of the University at all times.</p> <p>25. Disciplinary Matters These Articles of Governance and Bye Laws are binding on all Members and all Opted Out Students whilst engaging in Students' Union activities of any kind or whilst on</p>

Students' Union Premises. Any breach of these provisions shall be considered a Union activities but no charges breach of discipline, which may result in any or all privileges of membership being withdrawn, in accordance with these Articles of Governance and Bye Laws.

26. Fees, Charges and Expenses

The Students' Union Council by a resolution passed by a Two-thirds Majority Vote may decide that Members and Opted Out Students shall be charged fees, expenses or levies in relation to membership of the Students' Union or in respect of Students shall be made:

26.1 which are inconsistent with any of the matters set out above or

26.2 unless at the time the charge is incurred the person charged knew or ought reasonably to have known that the charge would be incurred.

Fees or expenses charged may differ between different categories of membership.

27. Facilities, Activities and Services

It is the duty of the Representative Committee to maximise the benefits of memberships of the Students' Union so far as is reasonably possible within the resources available to the Students' Union. This obligation is owed to all Members and Opted Out Students. Therefore the activities, facilities, services and benefits of membership of the Students' Union available to Members or Opted Out students referred to in this Schedule may be varied from time to time by the Representative Committee.

28. Membership Status

28.1 Membership of the Students' Union, the holding of an office by a Elected Officer and the rights of an Opted Out Student will immediately cease on the happening of any of the following events:-

28.1.1 the Member, or the Opted Out Student ceasing to be a Student through being suspended or expelled from the University;

28.1.2 the Member, or the Opted Out Student voluntarily ceasing to be a Student;

28.1.3 an Associate Member ceasing to be employed by either the Students' Union or the University;

28.1.4 there being a valid decision under the Disciplinary Regulations that the membership or rights should cease.

28.2 The Representative Committee may confirm the cessation of any membership of rights for the reasons set out above and in making that decision the Representative Committee may rely on whatever evidence appears to them in their discretion to be reasonable.

Bye Law 2 – The Representative Committee

And The General Duties And Responsibilities Of Elected Officers And Representatives Of The Students' Union

<p>General Provision</p>	<p>1. Subject to the provisions of these Articles of Governance and its legal obligations, the Representative Committee shall have the following duties which, in addition to those set out elsewhere, are owned by the Representative Committee collectively.</p>
<p>Membership and Quoracy of the Representative Committee</p>	<p>2. Membership of the Representative Committee:</p> <p>Chair: President</p> <p>Deputy Chair: Deputy President</p> <ul style="list-style-type: none"> • Education Officer • Welfare and Community Officer • Sport and Physical Activity Officer • Activities Officer • LGBT+ Rep • BME Rep • Disabled Students Rep • Women's Rep • International Rep • Mature Students Rep • Academic Rep (Faculty of Arts, Computing, Engineering and Sciences - ACES) • Academic Rep (Faculty of Development and Society - D&S) • Academic Rep (Faculty of Health and Wellbeing - HWB) • Academic Rep (Sheffield Business School - SBS) • Postgraduate Students Rep • Part Time Students Rep <p>3. Quoracy of the Representative Committee:</p> <p>Quoracy of the Representative Committee shall be:</p> <ul style="list-style-type: none"> • During term time - 8 members of Representative Committee of which at least 4 should be Elected Officers. • Out of term time - 4 members of Representative Committee of which at least 3 should be Elected Officers. • The CEO is entitled to attend and speak at meetings of the Representative Committee, but shall not be entitled to vote.
<p>Duties of the Representative Committee</p>	<p>4. To implement and administer all recommendations from the Students' Union Council, the Zone Committees and the Zones.</p> <p>5. To develop, interpret and be responsible for the implementation of Policies.</p> <p>6. To be the body which gives executive effect to the decisions of the Students' Union Council, the Zone Committees and the Zones and to be responsible for ensuring that</p>

	<p>the activities of the Students' Union and all Students' Union bodies are carried out efficiently and effectively.</p> <ol style="list-style-type: none"> 7. To ensure that all Students' Union business is conducted in accordance with these Articles of Governance, the Bye Laws, the Policies and all applicable laws. 8. To make proposals to the Students' Union Council and to the Board of Trustees, as appropriate, on any matters affecting the Students' Union or its Members. 9. To ensure that all Representative Committee meetings are conducted in accordance with these Articles of Governance and Bye Laws. 10. To represent, and negotiate on behalf of, the Students' Union or any Full Member, with the University and any internal or external organisation. 11. To organise and co-ordinate all Students' Union campaigns. 12. To be accountable to the Students' Union Council. 13. To promote equality of opportunity, and to represent the proper concerns and interests of the Students both within the University and the wider community.
<p>Powers of the Representative Committee</p>	<ol style="list-style-type: none"> 14. The Representative Committee shall have the following powers:- <ol style="list-style-type: none"> 14.1 To delegate the duties and powers of the Representative Committee to Elected Officers, Part-time Representatives and/or the CEO of the Students' Union to act on behalf of the Representative Committee. 14.2 Subject to the provisions of these Articles of Governance and Bye Laws, to develop new and existing services and facilities for the benefit of the membership of the Students' Union. 14.3 To consider Policies for adoption by the Students' Union for referral to the Students' Union Council, the Zone Committees and the Zones. 14.4 To peer supervise and be jointly accountable for the work of Elected Officers and Representatives of the Students' Union. 14.5 To convene sub-committees and working groups from amongst the membership of the Representative Committee, including ex-officio members, whose remit shall be determined by the Representative Committee. 14.6 In the absence of a quorate the Students' Union Council, Zone Committees and/or Zones, where a decision on a matter is urgently required, the Representative Committee shall, with the consent of the Board of Trustees, have the authority to make plenary decisions, provided that: <ol style="list-style-type: none"> 14.6.1 the Officers are not so given power to alter the Articles of Governance, or to resolve that the Students' Union be wound up 14.6.2 this authority is only used in exceptional circumstances during the course of the Semester
<p>General duties of members of the Representative committee</p>	<ol style="list-style-type: none"> 15. Elected Officers shall:- <ol style="list-style-type: none"> 15.1 maintain their status as Full Members of the Students' Union throughout the period during which they hold office; 15.2 serve the interests of the Students' Union and its Members and conduct their duties during the Financial Year of their appointment; 15.3 alone or with others, as appropriate, discharge all duties and responsibilities established in accordance with these Articles of Governance and Bye Laws

	<p>15.4 alone or with others, discharge any further duties and responsibilities which may be requested or delegated to him/her by the Representative Committee, the Students' Union Council, the Zone Committees and the Zones.</p> <p>15.5 receive remuneration as determined according to the Articles of Governance for the services they provide to the Students' Union throughout the period of elected office;</p> <p>15.6 be entitled to receive a Statement of Terms and Conditions of Employment, within 8 weeks of the start of their period of elected office;</p> <p>15.7 have collective responsibility for all decisions made by the Representative Committee;</p> <p>15.8 be accountable individually to the Representative Committee and collectively with the other members of the Representative Committee to the Students' Union Council, the Zone Committees and the Zones; and</p> <p>15.9 attend such meetings as they shall be specified to attend in these Articles of Governance and Bye Laws or as may be requested by the Representative Committee from time to time.</p> <p>16. Students' Union Representatives shall:-</p> <p>16.1 maintain their status as Full Members of the Students' Union throughout the period during which they hold office;</p> <p>16.2 serve the interests of the Students' Union and its Members for the length of the Academic Year in which they are elected</p> <p>16.3 alone or with others, as appropriate, discharge all duties and responsibilities established in accordance with these Articles of Governance and Bye Laws;</p> <p>16.4 alone or with others, discharge any further duties and responsibilities, which may be requested or delegated by the Representative Committee or the Students' Union Council, the Zone Committees and the Zones;</p> <p>16.5 be accountable to the Representative Committee and to the Students' Union Council; and</p> <p>16.6 attend such meetings as they shall be specified to attend in these Articles of Governance and Bye Laws or as may be requested by the Representative Committee from time to time.</p>
<p>Students' Union Councillors</p>	<p>17. Students' Union Councillors shall:-</p> <p>17.1 maintain their status as Full Members of the Students' Union throughout the period during which they hold office;</p> <p>17.2 serve the interests of the Students' Union and its Members between the dates which coincide with the Financial Year following the year of election (if elected in the spring term of the University) or from the date of election to the end of the academic year if elected in the autumn term;</p> <p>17.3 alone or with others, as appropriate, discharge all duties and responsibilities established in accordance with these Articles of Governance and Bye Laws;</p> <p>17.4 alone or with others, discharge any further duties and responsibilities which may be requested or delegated by the Students' Union Council; and</p> <p>17.5 be accountable to the Students' Union Council, the Zone Committees and the Zones.</p> <p>17.6 abide by meeting protocols as set out in these Articles of Governance and Bye Laws</p>

<p>Members of NUS Conference Delegation</p>	<p>18. Members of conference delegations shall:-</p> <p>18.1 maintain their status as Full Members of the Students’ Union throughout the period during which they hold office;</p> <p>18.2 attend the specified conference on behalf of the Students’ Union and represent the Students’ Union’s interests at the conference;</p> <p>18.3 alone or with others, as appropriate, discharge all duties and responsibilities established in accordance with these Articles of Governance and Bye Laws</p> <p>18.4 alone or with others, discharge any further duties and responsibilities which may be reasonably and properly requested or delegated by the Students’ Union Council, the Zone Committees, the Zones and/or the Representative Committee</p> <p>18.5 be accountable to the Students’ Union Council, the Zone Committees, the Zones and/or the Representative Committee</p> <p>18.6 abide by the Conference Code of Conduct</p>
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Bye Law 3 – Specific Titles, Duties & Responsibilities Of Elected Officers

<p>General Provision</p>	<ol style="list-style-type: none"> 1. The description of the duties and responsibilities of members of the Representative Committee are for guidance only. 2. The Elected Officers who make up the Representative Committee are collectively and individually responsible for: <ol style="list-style-type: none"> 2.1 Representing the best interests of all members of the Sheffield Hallam Students’ Union 2.2 Supporting and working in partnership with elected Students’ Union Representatives 2.3 All the representative structures of the Students’ Union 2.4 Promoting and defending the rights and interests of students 2.5 Encouraging and promoting student involvement with the Students’ Union 2.6 Campaigning on issues affecting students 3. The generic duties and responsibilities of all elected officers are detailed in their job descriptions and shall include: <ol style="list-style-type: none"> 3.1 To be a visible and accessible representative of all students, across both campuses 3.2 To represent the Sheffield Hallam Students’ Union to students, the University and other stakeholders 3.3 To actively lobby, influence and campaign on behalf of students 3.4 To be mindful of and seek to improve the welfare of all students 3.5 To attend the Representative Committee as a core member and major office bearer of the Students’ Union 3.6 To attend Trustee Board meetings, Students’ Union Council meetings and any other meetings as required 3.7 To be knowledgeable of and adhere to all Sheffield Hallam Students’ Union policies, Strategic Plan and Articles of Governance 3.8 To work closely with key Sheffield Hallam Students’ Union staff to deliver joint objectives and areas of work. 3.9 To be responsible for the Students’ Union representatives they are assigned at the beginning of each academic year. 3.10 If applicable, to feed into the Students’ Union election process. 3.11 To adhere to the principle of collective responsibility and decision making. 4. In the absence of a quorate Students’ Union Council, where a decision on a matter is urgently required, the Representative Committee shall, with the consent of the Board of Trustees, have the authority to make plenary decisions, provided that: <ol style="list-style-type: none"> 4.1 the Elected Officers and Students’ Union Reps are not so given power to alter the Articles of Governance, or to resolve that the Students’ Union be wound up
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	<p>4.2 this authority is only used in exceptional circumstances during the course of the Semester</p> <p>5. The duties and responsibilities set out in this Bye Law (3) may be transferred from one elected officer to another by agreement of the Representative Committee and the officers concerned.</p> <p>6. The officers will elect a deputy to the President from amongst themselves</p> <p>7. It is recognised that the Students’ Union operates within a Strategic plan, and requires medium and long term planning. The Representative Committee therefore is required to fulfil its duties and responsibilities mindful of decisions which have been taken in the past, and with awareness of the impact of their decisions on the future.</p>
Post	President
Responsible to	<ul style="list-style-type: none"> • The Trustee Board • The Representative Committee • Students’ Union Council, the Zone Committees and the Zones
Responsible for	<p>The President is responsible for:</p> <ul style="list-style-type: none"> • Student representation within the student body, to the University and to various local and national bodies • Leading the Elected Officer Team and Students’ Union Reps to ensure the delivery of their objectives • Co-ordinating the work of Elected Officers and the Representative Committee • Ensuring accountability of The Representative Committee to the Students’ Union Council • Ensuring accountability of the Zone Committees and the Zones to the Students’ Union Council
Function of the post	<p>The President is:</p> <ul style="list-style-type: none"> • Trustee of the Students’ Union and Deputy Chair of the Board of Trustees • The lead officer for the development, implementation and monitoring of the Students’ Union’s strategic and financial plans • The main point of contact for: <ul style="list-style-type: none"> - the University and Board of Governors - NUS - the community - the media
Duties and responsibilities	<p>All the main duties and responsibilities of the President are detailed in the job description and shall include:</p> <ul style="list-style-type: none"> • To attend meetings of the Trustee Board, Representative Committee, Students’ Union Council, Annual General Meeting, and any other relevant meetings • To act as Chair of Representative Committee • To ensure that the requirements of these Articles of Governance are upheld and to bring recommendations to the Students’ Union Council for ensuring that both these Articles of Governance and all Policies are up to date • To be the lead officer on the development, implementation and monitoring of the Students’ Union’s strategic plans

	<ul style="list-style-type: none"> • To head the delegation from the Students' Union to Annual and Extraordinary NUS Conferences, and to nominate a delegate leader for other conferences as appropriate • To agree and monitor individual objectives and identify training needs with Elected Officers • To take responsibility for the running of any Students' Union priority campaign not undertaken by any other member of the Representative Committee • To be the lead officer responsible for one of the university faculties • Any other reasonable duties and responsibilities as agreed with the Representative Committee
Post	Education Officer
Responsible to	<ul style="list-style-type: none"> • The President • The Trustee Board • The Representative Committee • Students' Union Council • Your Education Zone
Responsible for	<p>The Education Officer is responsible for:</p> <ul style="list-style-type: none"> • Representing the learner voice to the University, the local community and nationally • NSS and student surveys • QAA • Employability • Educational campaigns • All education and academic matters that affect students including: <ul style="list-style-type: none"> - timetabling - placements - student reps/faculty reps
Function of the post	<p>The Education Officer is:</p> <ul style="list-style-type: none"> • The lead officer for local and national educational and academic issues within the Students' Union and the University Community • A Trustee of the Students' Union
Duties and responsibilities	<p>All the main duties and responsibilities of the Education Officer are detailed in the job description and shall include:</p> <ul style="list-style-type: none"> • To attend meetings of the Trustee Board, Representative Committee, Students' Union Council, Annual General Meeting, and any other relevant meetings • To take the lead in promoting the learner voice to the University, the local community and nationally • To be the responsible officer for the Your Education zone • To assist with the co-ordination and training of the student rep system • To work with Advice Centre staff and student reps to support students with issues affecting their academic life

	<ul style="list-style-type: none"> • To co-ordinate and publicise the Students' Union's priority campaigns on academic related matters • To encourage student involvement and engagement throughout the University by liaising with faculties and departments • To work alongside and in partnership with Academic Reps • To be the officer responsible for the overview of all university faculties • Any other reasonable duties and responsibilities as agreed with the Representative Committee
Post	Sports and Physical Activity Officer
Responsible to	<ul style="list-style-type: none"> • The President • The Trustee Board • The Representative Committee • Students' Union Council • Your Students' Union Zone
Responsible for	<p>The Sports and Physical Activity Officer is responsible for:</p> <ul style="list-style-type: none"> • Team Sheffield Hallam • Sports clubs and development • Health and active lifestyles • Community partnerships and outreach • BUCS
Function of the post	<p>The Sports and Physical Activity Officer is:</p> <ul style="list-style-type: none"> • To be the lead officer for the promotion and development of sporting opportunities for students • To be the lead officer for the development and implementation of the Students' Union's sports strategy • To be a Trustee of the Students' Union
Duties and responsibilities	<p>All the main duties and responsibilities of the Sports and Physical Activity Officer are detailed in the job description and shall include:</p> <ul style="list-style-type: none"> • To attend meetings of the Representative Committee, the Trustee Board, Students' Union Council, Annual General Meeting and any other relevant meetings. • To be a responsible officer for the Your Students' Union Zone • To be the lead officer for Varsity for the Students' Union • To promote the development, coordination and training of clubs • To ensure that all Sports activities operate in accordance with the policies and procedures of the Students' Union • To ensure that all clubs operate a model constitution in accordance with the policies of the Students' Union including financial procedures • To ensure the effective organisation of British Universities and College Sport (BUCS) fixtures and any other student competitions • To be the lead officer responsible for one of the university faculties

	<ul style="list-style-type: none"> • Any other reasonable duties and responsibilities as agreed with the Representative Committee
Post	Welfare and Community Officer
Responsible to	<ul style="list-style-type: none"> • The President • The Trustee Board • The Representative Committee • Students' Union Council • Your Community Zone
Responsible for	<p>The Welfare and Community Officer is responsible for:</p> <ul style="list-style-type: none"> • Student health, safety and wellbeing • Campaigns • Community strategy, events and relationships • Liberation groups • Advice liaison • Ethical and environmental issues
Function of the post	<p>The Welfare and Community Officer is:</p> <ul style="list-style-type: none"> • To be the lead officer for the Students' Union's community strategy • To be the lead officer for student safety and wellbeing • To be lead officer for student campaigns • To be a Trustee of the Students' Union
Duties and responsibilities	<p>All the main duties and responsibilities of the Welfare and Community Officer are detailed in the job description and shall include:</p> <ul style="list-style-type: none"> • To attend Representative Committee, the Trustee Board, Students' Union Council, Annual General Meeting and any other relevant meetings • To be the responsible officer for the Your Community Zone • To lead on, co-ordinate and publicise relevant Students' Union campaigns • To be the lead officer for the development and implementation of the Students' Union's community strategy • To develop links and work in partnership with key stakeholders in the University, the local community and the local authority • To be the responsible officer and support for Sheffield Hallam Students' Union's Liberation Groups • To be the lead officer for and coordinate Sheffield Hallam Students' Union's campaigning activity for student safety and wellbeing • To be the lead officer responsible for one of the university faculties • Any other duties and responsibilities as agreed with the Representative Committee

Post	Activities Officer
Responsible to	<ul style="list-style-type: none"> • The President • The Trustee Board • The Representative Committee • Students' Union Council • Your Students' Union Zone
Responsible for	<p>The Activities Officer is responsible for:</p> <ul style="list-style-type: none"> • Societies and student led activities • Volunteers and volunteering • RAG • Student Media
Function of the post	<p>The Activities Officer is:</p> <ul style="list-style-type: none"> • To be the lead officer for the promotion and development of societies and student led events and activities for the Students' Union • To be the lead officer to support volunteers at Sheffield Hallam Students' Union • To be a Trustee of the Students' Union
Duties and responsibilities	<p>All the main duties and responsibilities of the Activities Officer are detailed in the job description and shall include:</p> <ul style="list-style-type: none"> • To attend Representative Committee, the Trustee Board, Students' Union Council, Annual General Meeting and any other relevant meetings • To be a responsible officer for Your Students' Union • To ensure that all societies operate a model constitution in accordance with the policies of the Students' Union, including financial procedures • To encourage and promote student led events • To be the lead officer for RAG at Sheffield Hallam Students' Union • To be the lead officer responsible for one of the university faculties • Any other duties and responsibilities as agreed with the Representative Committee

Bye Law 4 – Specific Titles, Duties & Responsibilities Of Students’ Union Representatives

<p>General Provision</p>	<ol style="list-style-type: none"> 1. The description of the duties and responsibilities of Students’ Union Representatives are for guidance only. 2. The purpose of the role of Students’ Union Representative is to: <ul style="list-style-type: none"> • Represent the best interests of all members of Sheffield Hallam Students’ Union • Promote and defend the rights and interests of students • Campaign on issues affecting students • Encourage and promote student engagement with the Sheffield Hallam Students’ Union 3. Students’ Union Representatives are responsible for: <ul style="list-style-type: none"> • Representing specific groups of students • Encouraging and promoting student led activity and involvement with the Students’ Union • Campaigning on issues affecting students • Supporting and working in partnership with Elected Officers • Attending Representative Committee, Zone Committees, Students’ Union Council and any other meetings as appropriate 4. Students’ Union representatives act with collective responsibility at Representative Committee
<p>Post</p>	<p>Faculty Academic Reps</p>
	<p>There will be one Faculty Academic Rep for each of the four faculties:</p> <ul style="list-style-type: none"> • Faculty of Arts, Computing, Engineering and Sciences - ACES • Faculty of Development and Society - D&S • Faculty of Health and Wellbeing - HWB • Sheffield Business School - SBS
<p>Responsible to</p>	<p>The President, Education Officer , Students’ Union Council and Education Zone and its committee</p>
<p>Responsible for</p>	<p>Education and academic matters that affect students</p>
<p>Function of the post Duties and responsibilities</p>	<p>To ensure full participation and representation of faculty specific students to the Students’ Union and the University</p> <ul style="list-style-type: none"> • To attend the Students’ Union Council, Representative Committee and Your Education Zone and any relevant other committees and/or meetings • Support the Education Officer and represent students on local and national educational and academic issues within the Students’ Union and the University • To coordinate and publicise relevant Students’ Union campaigns

Post		Black and Minority Ethnic (BME) Students' Rep
Responsible to	The President, the Welfare and Community Officer and Students' Union Council and Your Community Zone and its committee	
Responsible for	Representing all Black and Minority Ethnic (BME) Students at the University	
Function of the post	Ensure full participation and representation of BME students to the Students' Union and the University	
Duties and responsibilities	<ul style="list-style-type: none"> • To attend the Students' Union Council, Representative Committee and Your Community Zone and any relevant other committees and/or meetings • To be the first point of contact for black and minority ethnic students, and to ensure they are able to participate fully in the Students' Union and the University without fear of discrimination • To coordinate and publicise relevant Students' Union campaigns 	
Post		Disabled Students' Rep
Responsible to	The President, the Welfare and Community Officer and Students' Union Council and Your Community Zone and its committee	
Responsible for	Representing disabled students at the University.	
Function of the post	To ensure that disabled students are able to play a full role within the Students' Union and the University without fear of discrimination	
Duties and responsibilities	<ul style="list-style-type: none"> • To attend the Students' Union Council, Representative Committee, Your Community Zone and any relevant other committees and/or meetings • To be the first point of contact for disabled students, and to ensure that all disabled students are able to participate fully in the Students' Union and the University without fear of discrimination • To coordinate and publicise relevant Students' Union campaigns 	
Post		International Students Rep
Responsible to	The President, the Welfare and Community Officer and Students' Union Council and Your Community Zone and its committee	
Responsible for	Representing all international students at the University	
Function of the post	To ensure full participation and representation of international students to the Students' Union and the University	
Duties and responsibilities	<ul style="list-style-type: none"> • To attend the Students' Union Council, Representative Committee and Your Community Zone and any relevant other committees and/or meetings • To be the first point of contact for international students, and to ensure that all international students are able to participate fully in the Students' Union and the University without fear of discrimination • To coordinate and publicise relevant Students' Union campaigns 	

Post		Lesbian, Gay, Bi and Trans + (LGBT+) Students' Rep
Responsible to	The President, the Welfare and Community Officer ,Students' Union Council and Your Community Zone and its committee	
Responsible for	Representing LGBT+ students at the University	
Function of the post	Ensure that LGBT+ students are able to play a full role within the Students' Union and the University without fear of discrimination	
Duties and responsibilities	<ul style="list-style-type: none"> • To attend the Students' Union Council, Representative Committee and Your Community Zone and any relevant other committees and/or meetings • To be the first point of contact for LGBT+ students, and to ensure that all LGBT+ students are able to participate fully in the Students' Union and the University without fear of discrimination • To coordinate and publicise relevant Students' Union campaigns 	
Post		Women's Rep
Responsible to	The President, the Welfare and Community Officer, Students' Union Council and Your Community Zone and its committee	
Responsible for	Representing all self defining women students at the University	
Function of the post	Ensure that all self defining women students are able to play a full role within the Students' Union and the University without fear of discrimination	
Duties and responsibilities	<ul style="list-style-type: none"> • To attend the Students' Union Council, Representative Committee and Your Community Zone and any relevant other committees and/or meetings • To be the first point of contact for all self defining women students, and to ensure that all self defining women students are able to participate fully in the Students' Union and the University without fear of discrimination • To coordinate and publicise relevant Students' Union campaigns 	
Post		Mature Students' Representative
Responsible to	The President, the Education Officer, the Welfare and Community Officer , Students' Union Council and Your Community and Your Education Zones and their committees	
Responsible for	Representing mature students at the University	
Function of the post	To ensure that mature students are able to play a full role within the Students' Union and the University	
Duties and responsibilities	<ul style="list-style-type: none"> • To attend the Students' Union Council, Representative Committee and Your Community and Your Education Zones and any relevant other committees and/or meetings • To be the first point of contact for mature students, and to ensure that all mature students are able to participate fully in the Students' Union and the University without fear of discrimination • To coordinate and publicise relevant Students' Union campaigns 	

Part Time Students' Representative	
Responsible to	The President, the Education Officer and Students' Union Council and Your Education Zone and its committee
Responsible for	Representing Part Time students at the University
Function of the post	To ensure that Part Time students are able to play a full role within the Students' Union and the University
Duties and responsibilities	<ul style="list-style-type: none"> • To attend the Students' Union Council, Representative Committee and Your Education Zone and any relevant other committees and/or meetings • To be the first point of contact for part time students, and to ensure that all part time students are able to participate fully in the Students' Union and the University without fear of discrimination • To coordinate and publicise relevant Students' Union campaigns
Post Graduate Students' Representative	
Responsible to	The President, the Education Officer and Students' Union Council and Your Education Zone and its committee
Responsible for	Representing Post Graduate students at the University
Function of the post	To ensure that Post Graduate students are able to play a full role within the Students' Union and the University
Duties and responsibilities	<ul style="list-style-type: none"> • To attend the Students' Union Council, Representative Committee and Your Education Zone and any relevant other committees and/or meetings • To be the first point of contact for post graduate students, and to ensure that all post graduate students are able to participate fully in the Students' Union and the University without fear of discrimination • To coordinate and publicise relevant Students' Union campaigns

Bye Law 5 – Students’ Union General Meetings

Annual General Meeting	1. The Annual General Meeting shall operate in accordance with Articles 58 to 73 of the Articles of Governance
Extraordinary General Meeting	2. An Extraordinary Students’ Union General Meeting may be convened in accordance with Article 60 of the Articles of Governance
Rights to Attend, Speak and Vote at Students’ Union General Meetings	3. Full Members shall be entitled to attend, speak and vote at Students’ Union General Meetings 4. Associate Members, Life Members, and Opted Out Students shall; <ul style="list-style-type: none"> 4.1 be entitled to attend a Students’ Union General Meeting; 4.2 not be entitled to speak at a Students’ Union General Meeting (unless expressly authorised by a resolution of the Full Members present at the meeting by a Simple Majority Vote) 4.3 not be entitled to vote at a Students’ Union General Meeting 5. External trustees are entitled to attend and speak at Students’ Union General Meetings but shall not be entitled to vote 6. The CEO is entitled to attend and speak at Students’ Union General Meetings but shall not be entitled to vote. The CEO may delegate attendance to a nominated deputy

Bye Law 6 – Students’ Union Council

<p>Purpose and Powers of Students’ Union Council</p>	<p>1. Within the representative part of the Students’ Union, Students’ Union Council is the highest decision making body, with responsibility for, but not restricted to, policy making, campaigning and holding elected officers to account. It represents all students at the highest level and ensures all decisions are made in the best interests of the student body. Students’ Union Council shall have the powers stated in Articles 81 – 86 of the Articles of Governance</p>
<p>Composition of Students’ Union Council</p>	<p>2. The composition of Students’ Union Council shall be:</p> <p>2.1 Students’ Union Council Chair (elected by cross campus ballot)</p> <p>2.2 All members of the Representative Committee (elected by cross campus ballot):</p> <ul style="list-style-type: none"> • President • Education Officer • Welfare and Community Officer • Sport and Physical Activity Officer • Activities Officer • LGBT+ Rep • BME Rep • Disabled Students Rep • Women’s Rep • International Rep • Mature Students Rep • Academic Rep (Faculty of Arts, Computing, Engineering and Sciences – ACES) • Academic Rep (Faculty of Development and Society – D&S) • Academic Rep (Faculty of Health and Wellbeing – HWB) • Academic Rep (Sheffield Business School – SBS) • Postgraduate Students Rep • Part Time Students Rep <p>2.3 The Chair + one other member for each of the Zones (Your Students’ Union, Your Education and Your Community):</p> <ul style="list-style-type: none"> • “Your Students’ Union” Zone Chair • “Your Students’ Union” Zone (additional Rep) • “Your Education” Zone Chair • “Your Education” Zone (additional Rep) • “Your Community” Zone Chair • “Your Community” Zone (additional rep)

	<p>2.4 Open Space Reps</p> <p>There will be six Open Space Reps, elected by cross campus ballot</p> <p>3. The Committee Secretary will be Sheffield Hallam Students' Union's Student Representation Manager and the Minute Secretary will be provided by Student Engagement support</p> <p>4. Provided that quoracy levels are met (as set out in Quorum of Meetings of the Students' Union Council below), failure to fill all of these positions will not invalidate the Students' Union Council</p> <p>5. Students' Union Council representatives shall;</p> <p>5.1 maintain their status as Full Members of the Students' Union throughout the period during which they hold office;</p> <p>5.2 serve the interests of the Students' Union and its Members throughout their term of office</p> <p>5.3 individually and collectively discharge all duties and responsibilities in accordance with these Articles of Governance and Bye Laws</p> <p>5. individually and collectively discharge any further duties and responsibilities requested or delegated by the Students' Union Council</p> <p>5.5 be accountable to the Students' Union Council</p> <p>5.6 abide by the codes of conduct set out in these Articles of Governance and Bye-laws</p>
<p>Convening meetings of Students' Union Council</p>	<p>6. There shall be not less than three meetings of the Students' Union Council during each Academic Year, but a greater number of meetings may be convened and held</p> <p>7. The Annual Schedule of the Students' Union Council and Zone and Zone Committee meetings will be agreed at the first meeting of the Students' Union Council</p> <p>8. Additional Students' Union Council meetings may be called by;</p> <p>8.1 the Representative Committee</p> <p>8.2 not less than 6 members of the Students' Union Council other than the Representative Committee</p> <p>8.3 not less than 35 Full Members of Sheffield Hallam Students' Union</p> <p>9. A request for an additional meeting called by the Representative Committee shall be signed by the President or Deputy President</p> <p>10. A request for an additional meeting from Students' Union Council members shall be signed by those members calling for the meeting</p> <p>11. The request shall state the business to be discussed and addressed to the Chair of the Students' Union Council at the main offices of the Students' Union with a copy addressed to the President</p> <p>12. The President shall convene the additional meeting as an Extraordinary Meeting of the Students' Union Council to be held as soon as reasonably possible</p>

<p>Notice of Meetings of Students' Union Council</p>	<p>13. Notices of meetings of Students' Union Council shall be given by the Chair of Students' Union Council or the President.</p> <p>14. For ordinary meetings of Students' Union Council not less than 5 working days' notice shall be given.</p> <p>15. In the case of an extraordinary meeting of Students' Union Council a reasonable amount of notice (at least 48 hours) shall be given.</p> <p>16. Copies of the agenda and all supporting reports and papers shall be made available to members of Students' Union Council at the main offices of the Students' Union at least twenty four hours before the meeting is to be held.</p>
<p>Quorum of Meetings of Students' Union Council</p>	<p>17. The quorum of meetings of Students' Union Council shall be the greater of 50% +1 of the total number of members of Students' Union Council currently in post (to the nearest whole number)</p> <p>18. The proceedings of meetings of Students' Union Council shall not be invalidated by any vacancy among their number, or by any defect in the election or qualifications of any member of Students' Union Council.</p>
<p>Chair, Deputy Chair and Secretary of Students' Union Council</p>	<p>19. The Chair of Students' Union Council shall be elected by a cross-campus ballot.</p> <p>20. The Deputy Chair shall be elected by a Simple Majority Vote of Students' Union Council members at their first meeting each Academic Year. The Deputy Chair shall remain in office for the remainder of the current Academic Year and shall preside at meetings of the Students' Union Council on the following occasions:-</p> <p>20.1 when the Chair wishes to speak from the floor of the meeting.</p> <p>20.2 when an issue is raised which directly involves the Chair.</p> <p>20.3 when the Chair is unable to attend a meeting.</p> <p>21. The Secretary to Students' Union Council shall be the Student Representation Manager who may delegate this responsibility.</p>
<p>Rights to Attend, Speak and Vote at Students' Union Council</p>	<p>22. Members of Students' Union Council shall be entitled to attend, speak and vote at Students' Union Council, but the Chair of Students' Union Council shall only be permitted to vote when a casting vote is required.</p> <p>23. Full Members, Associate Members, Life Members, and Opted Out Students shall;</p> <p>23.1 be entitled to attend Students' Union Council;</p> <p>23.2 not be entitled to speak at Students' Union Council (unless expressly authorised by a resolution of the Members of Students' Union Council present at the meeting by a Simple Majority Vote).</p> <p>23.3 not be entitled to vote at Students' Union Council.</p> <p>23.4 External Trustees and Student Trustees may, by exception, be invited to Students' Union Council to discuss specific policy issues but will not be entitled to vote.</p> <p>24. The CEO is entitled to attend and speak at Students' Union Council but shall not be entitled to vote. The CEO may send a nominated deputy to Students' Union Council</p> <p>25. At the Chair's discretion, other people may be invited to attend and speak at meetings of Students' Union Council as deemed appropriate, but shall not be entitled to vote or count towards quoracy.</p>

Bye Law 7 – The Trustee Board

General Provision	<p>1. The Board of Trustees shall be responsible for overseeing the management and administration of the Students’ Union, and (subject to the Charities Act, 2006 and the Education Act, 1994, the Articles of Governance and these Bye Laws) may exercise all powers of the Students’ Union.</p>
Purpose and Powers	<p>2. The Board’s powers under Articles 28 – 32 of the Articles of Governance shall include, but not be limited to, ultimate responsibility for:</p> <p>2.1 the governance of the Students’ Union</p> <p>2.2 the budget of the Students’ Union</p> <p>2.3 the strategy of the Students’ Union, following ratification by elected Representatives of the Students’ Union.</p> <p>3. Decisions made by other bodies of the Students’ Union will only be subject to the authority of the Trustee Board on the following grounds:</p> <p>3.1 financial considerations</p> <p>3.2 charity or education law, or other legal requirements (including ultra vires)</p> <p>3.3 reputation of the Students’ Union</p> <p>4. The Trustees will appoint a Chief Executive (CEO) who will be the most senior employee of the Students’ Union, responsible to the Trustees, and who will carry out the duties and responsibilities allocated and delegated to him/her.</p>
Composition	<p>5. The Board of Trustees shall be made up of the following persons:</p> <p>5.1 not more than six Elected Officer Trustees, appointed in accordance with Article 20 (elected by cross campus ballot)</p> <p>5.2 not more than four Student Trustees, appointed in accordance with Article 23</p> <p>5.3 not more than four External Trustees, appointed in accordance with Article 24.</p>
Appointments Committee	<p>6. External Trustees and Student Trustees are appointed by the Appointments Committee, which will consist of:</p> <ul style="list-style-type: none"> · The Chair of the Board · The Chair of Students’ Union Council · One other Trustee · The CEO (in an advisory capacity). <p>7. The Chair of the Board will chair the Appointments Committee</p>
Convening Meetings	<p>8. The Trustees shall hold a minimum of 4 meetings in any Academic year.</p> <p>9. Four Trustees may, and the CEO at the request of four Trustees shall, call a meeting of the Trustees.</p>
Notice of Meetings	<p>10. Notice of every meeting of the Trustees stating the business to be considered shall be sent by post or by electronic communication to each Trustee at least five clear days before the meeting unless urgent circumstances require shorter notice. The proceedings of any meeting shall not be invalidated by any minor irregularity in respect of such notice.</p>

<p>Chair, Deputy Chair and Secretary</p>	<p>11. The Trustee Board shall appoint an External Trustee to be Chair of the Trustees. The President of the Students’ Union will be the Deputy Chair of the Trustees unless another Elected Officer Trustee is appointed as Deputy Chair by a resolution of the Trustees.</p> <p>12. There will be a Secretary appointed to service meetings and support the Trustees</p>
<p>Rights to Attend, Speak and Vote at Meetings of the Board of Trustees</p>	<p>13. The Trustees shall invite the CEO to attend and speak at meetings of the Board of Trustees, but the CEO shall not be entitled to vote or count in the quorum upon any business transacted at such meetings.</p> <p>14. At the Chair’s discretion, other persons may be invited to attend and speak at meetings of the Board of Trustees as deemed appropriate, but shall not be entitled to vote or count in the quorum.</p> <p>15. Whenever a person has a personal interest in a matter to be discussed at a meeting, or has an interest in another organisation whose interests are reasonably likely to conflict with those of the Students’ Union in any matter to be discussed at a meeting, s/he must:</p> <p>15.1 declare an interest before discussion begins on the matter</p> <p>15.2 withdraw from that part of the meeting unless invited to remain</p> <p>15.3 not vote or be counted in the quorum on the matter</p> <p>16. Trustees will act with collective responsibility at all times</p>

Bye Law 8 – Clubs & Societies

<p>Purpose</p>	<ol style="list-style-type: none"> 1. Clubs and Societies are the groups within Sheffield Hallam Students’ Union which provide a range of recreational activities for members 1.1. Sports incorporates an association of clubs and provides the means by which members may participate in sport, recreation and physical exercise, as individuals and as part of a team, on both a competitive and non-competitive basis 1.2. Societies provide the means by which members may participate in other recreational activities, as individuals and as part of a group 1.3. Societies, that are to explore topics of interest, current events, expand knowledge or socialise within groups who share a common academic interest or are studying the same or similar course
<p>Duties and Responsibilities</p>	<ol style="list-style-type: none"> 2. The Representative Committee shall determine the duties and responsibilities of all Clubs and Societies, which shall include (but not be restricted to) the following: <ol style="list-style-type: none"> 2.1. to affiliate to Sheffield Hallam Students’ Union, and in so doing to accept the Objects set out in Article 7 of the Articles of Governance 2.2. to accept the provisions of the Articles of Governance and operate within the scope of them 2.3. to accept the policies of Sheffield Hallam Students’ Union and to act in accordance with them 2.4. to adopt a model constitution for Clubs and/or Societies in the form decided by the Representative Committee. The model constitution may not be changed without the prior approval of the Representative Committee 2.5. to submit budget request forms, equipment request forms and other forms as appropriate, completed in the correct manner and timeframe to the appropriate staff member. 2.6. to hold all funds and monies in bank accounts maintained by the Students’ Union 2.7. to notify the Students’ Union of all affiliations to external organisations subject to approval by the Representative Committee 2.8. to hold elections for office holders and to hold an annual general meeting in accordance with these Articles of Governance and Bye Laws 2.9. to be open to all relevant members of Sheffield Hallam Students’ Union as detailed in Bye Law 1
<p>Resourcing Clubs and Societies</p>	<ol style="list-style-type: none"> 3. Subject to the provisions of these Articles of Governance and Bye Laws, Sheffield Hallam Students’ Union shall make financial and other resources available to all Clubs and Societies. Provision for financial support shall be made in the budget for each financial period. 4. Clubs and Societies may make applications for funding through the responsible officer of the Representative Committee and the appropriate staff member who make decisions on applications in accordance with the Students’ Union’s Clubs and Societies Funding Allocation Policy. Any appeals will be heard by the President and the Head of Student Activities, final appeals will be heard by the Trustee Board whose decision is final.

<p>Ratifying Clubs and Societies</p>	<p>5. All new Clubs or Societies are required to complete an application to be a new Club/ Society, prior to being considered for affiliation.</p> <p>6. A Club or Society, on the recommendation of the responsible officer of the Representative Committee and appropriate staff member, may become affiliated to the Students' Union by a single majority vote of Representative Committee.</p> <p>7. In the absence of Representative Committee, a Club or Society may become affiliated to the Students' Union if Students' Union Council approve it by single majority vote.</p> <p>8. Affiliation to the Students' Union of a Club or Society will lapse on the third anniversary of the most recent resolution of Representative Committee to confirm or reconfirm its affiliation. A Club or Society may at any time, through responsible officer of the Representative Committee and appropriate staff member, apply to Students' Union Council to have its affiliation reconfirmed.</p> <p>9. Students' Union Council and / or Representative Committee shall have the authority to disband any Club or Society if its activities or conduct are considered contrary to the Objects of the Students' Union or the provisions of these Articles of Governance and Bye Laws, or which are not consistent with the constitution of the Club or Society concerned.</p>
<p>Complaints</p>	<p>10. Procedures for complaints by or against Clubs or Societies, (or any individual members), shall be conducted in accordance with these Articles of Governance and Bye Laws.</p>

Bye Law 9 – Liberation Groups

<p>Purpose, duties and responsibilities</p>	<ol style="list-style-type: none"> 1. Liberation groups are groups of students who share a specific common interest or circumstance, who meet together to provide opportunities for debate, a social network and representation, and to provide feedback into Sheffield Hallam Students' Union structure. 2. The Representative Committee shall determine the duties and responsibilities for all liberation groups, which shall include, (but not be restricted to) the following: <ol style="list-style-type: none"> 2.1 to affiliate to Sheffield Hallam Students' Union, and by so doing to: <ol style="list-style-type: none"> 2.1.1 accept the objects set out in Article 7 of these Articles of Governance 2.1.2 accept the provisions of these Articles of Governance and Bye Laws, and to operate within the scope of them 2.1.3 accept the policies of Sheffield Hallam Students' Union, and to act in accordance with them 2.2 to adopt a model constitution in the form set out by the Representative Committee. This constitution may not be changed without the approval of the Representative Committee 2.3 to hold elections for office holders in accordance with provisions set out in these Articles of Governance and Bye Laws 2.4 To be open to all relevant members of the Students' Union as detailed in Bye Law 1.
<p>Resourcing liberation groups</p>	<ol style="list-style-type: none"> 3. Liberation groups may make applications for funding through their responsible Elected Officer. This application will be taken to the next Representative Committee on behalf of the liberation group.
<p>Ratification of Liberation Groups</p>	<ol style="list-style-type: none"> 4. Liberation groups may, on the recommendation of the Representative Committee, be affiliated to the Students' Union if the affiliation is confirmed by a resolution of Students' Union Council passed by a simple majority vote and providing that the aims and objectives of any liberation group are different from those of a club, society or any other Students' Union body. 5. A liberation group which is already affiliated to the Students' Union may, at any point, apply to have its affiliation reconfirmed by a simple majority vote of Students' Union Council. 6. The affiliation to the Students' Union of a liberation group will lapse on the third anniversary of the most recent resolution of Students' Union Council to confirm or reconfirm the affiliation of that liberation group. 7. Students' Union Council shall have the authority to disband any liberation group if its activities or conduct are: <ol style="list-style-type: none"> 7.1 deemed contrary to the objects set out in Article 7 7.2 deemed contrary to the provisions of these Articles of Governance or Bye Laws 7.3 inconsistent with the constitution of the liberation group in question 8. All new Liberation groups are required to complete an application to be a new liberation group, prior to being considered for affiliation.
<p>Complaints</p>	<ol style="list-style-type: none"> 9. Procedures for complaints by or against liberation groups (or any individual member(s) of liberation groups) shall be conducted in accordance with the these Articles of Governance and Bye Laws

Bye Law 10 – Duties, Powers & General Duties of The Zones And Zone Committees

<p>General Provision</p>	<p>1. Subject to the provisions of these Articles of Governance and its legal obligations, the Zones and Zone Committees shall have the following duties which, in addition to those set out elsewhere, are owned by the Zones collectively</p>
<p>Duties of the Zones and Zone Committees</p>	<p>2. The Students’ Union’s Representation and Policy Structure is delivered through Students’ Union Council and 3 Zones: Your Students’ Union, Your Education and Your Community.</p> <p>Each zone will have:</p> <ul style="list-style-type: none"> • An elected officer with responsibility for a relevant zone. • A Zone Committee • A Chair who will also be the Chair of the Zone Committee and will be elected by the Zone Committee membership. <p>3. Zones are an open forum for discussion that will meet at least 5 times a year and have the following duties:</p> <ul style="list-style-type: none"> 3.1 They will be open meeting for all students to attend 3.2 They will offer the opportunity for sub working groups to be set up 3.3 They will offer the opportunity for representatives to discuss matters/ projects/events of common concern 3.4 They will offer the opportunity for students to make change happen <p>4. Zone Committees will have the following responsibilities:</p> <ul style="list-style-type: none"> 4.1 To take responsibility for developing policy relevant to the purpose and work of the zone 4.2 To manage policy decisions and to approve policy where that policy is localised and of direct relevance to that zone only. 4.3 To refer policy to Students’ Union Council, when it is deemed that the policy may affect all students 4.4 To set up task and finish working groups as appropriate 4.5 Hold a body of knowledge and information relevant to that Zone 4.6 Hold Annual General Meetings and facilitate Committee elections 4.7 Elect a Zone Chair from within the committee membership 4.8 To be a vehicle for consulting with students 4.9 To have nominated/elected student representatives from activity areas 4.10 To be accountable to the Students’ Union Council.

Powers of the Zones and Zone Committees	<p>5. The Zones shall have the following powers:-</p> <p>5.1 To delegate the duties and powers of the Zones to Elected Officers, Part-time Representatives and/or the CEO of the Students' Union to act on behalf of the zones.</p> <p>5.2 Subject to the provisions of these Articles of Governance and Bye Laws, to develop new and existing services and facilities for the benefit of the membership of the Students' Union.</p> <p>5.3 To consider Policies for adoption by the Students' Union for referral to the Students' Union Council</p> <p>5.4 To support the work of Elected Officers and Representatives of the Students' Union</p> <p>5.5 To convene working groups from amongst the membership of the Zones, whose remit shall be determined by the Zones</p>
Zone Committee membership	<p>6. The Zone Committee membership of Your Education Zone and Your Community Zone is decided upon and restricted as detailed below.</p>
Your Education Zone	<p>6.1 Your Education Zone</p> <p>6.1.1 The Education Zone's Lead Officer shall be the Education Officer</p> <p>6.1.2 All full time elected Officers will attend in an ex officio capacity</p> <p>6.1.3 The Your Education Zone Chair and therefore Committee Chair shall be elected by from within and by the Zone Committee membership annually.</p> <p>6.1.4 Members:</p> <ul style="list-style-type: none"> · Academic Rep (ACES) · Academic Rep (D&S) · Academic Rep (HWB) · Academic Rep (SBS) · Mature Students Rep · Postgrad Students Rep · Part Time Students Rep · International Students Rep · Faculty Reps x 4 (ideally one per faculty)
Your Community Zone	<p>6.2 Your Community Zone</p> <p>6.2.1 The Your Community Zone's Lead Officer shall be the Welfare and Community Officer</p> <p>6.2.2 All full time elected Officers will attend in an ex officio capacity</p> <p>6.2.3 The Your Community Zone Chair and therefore Committee Chair shall be elected by from within and by the Zone Committee membership annually.</p> <p>6.2.4 Members:</p> <ul style="list-style-type: none"> · LGBT+ Rep · BME Rep

- Disabled Students Rep
- Women's Rep
- International Rep
- Mature Students Rep
- Community Reps x 6 (*ideally one from each residential area)
- Green / Environmental Rep
- Campaign Rep
- Liberation Group Chairpersons (determined by number of approved Liberation Campaigns Groups)

Your Students' Union Zone

7.0 Your Students' Union Zone

7.1 The Your Students' Union Zone's Lead Officers shall be the Activities Officer and the Sports and Physical Activity Officer

7.2 All full time elected Officers will attend in an ex officio capacity

7.3 The Your Students' Union Zone Chair and therefore Committee Chair shall be elected by from within and by the Zone Committee membership annually.

7.4 The Zone Committee membership of Your Students' Union Zone will consist of:

- 3 reps from the Volunteering Working Group
- 3 reps from the Societies Working Group,
- 3 reps from the Sports Working Group
- 1 of the Events Reps

7.5 The Zone membership shall be:

Volunteering Working Group

- RAG Rep
- Conservation / Environmental Volunteer Rep
- Media Volunteer Rep
- Help in the Community and Schools Volunteer Rep
- Arts Volunteer Rep
- Cultural Volunteer Rep
- Sports and Health Volunteer Rep

Societies Working Group

- Societies Cultural Rep
- Societies Course and Vocational Rep
- Societies Multi Faith Reps (x3)
- SHU Media Rep
- Societies Performance Rep
- Societies Political and Campaigning Rep
- Societies Active & Creative Rep

	<ul style="list-style-type: none"> • Societies Appreciation Rep <p>Sports Working Group</p> <ul style="list-style-type: none"> • Sports Outdoor Recreation Rep • Sports Participation and Social Sports Rep • Physical Activity and Wellbeing Rep • Sports BUCS Team Rep • Sports BUCS Individual Rep • Sports Martial Arts Rep • Event Rep x 2
Zone Meetings	<p>8. The Zones are an open forum for discussion and, as such, are open to all full members of Sheffield Hallam Students Students’ Union.</p> <p>9. In the event of a vote being taken, all attendees will be eligible to vote.</p> <p>10. All Zone Committee members will be expected to attend Zones meetings.</p>

Bye Law 11 – Elections

<p>Elections</p>	<p>1. The election of:</p> <ul style="list-style-type: none"> • Elected Officers • the Chair of the Students’ Union Council • open space Students’ Union Councillors • Students’ Union Representatives • NUS Delegates <p>shall be by Cross-campus Ballot in which all Full Members are entitled to vote.</p> <p>2. The Students’ Union shall conduct its Elections fairly and properly in accordance with relevant legislation, these Articles of Governance and Bye-Laws</p> <p>3. The Returning Officer, on behalf of the Elections Strategic Group shall supply to the University Secretariat and the Board of Trustees such information as required to demonstrate that Elections are to be, are being, or have been fairly and properly conducted.</p>
<p>Method of Election</p>	<p>4. All elections shall be conducted by cross-campus ballot and Single Transferable voting system, or Alternative Vote in single vacancy elections, in a manner approved by the Electoral Reform Society, unless otherwise stated in these Articles of Governance and Bye Laws.</p> <p>5. “Re-open nominations” (RON) shall be specified on the ballot in all elections, apart from elections for the NUS National Conference delegation.</p>
<p>The Returning Officer</p>	<p>6. The Returning Officer(s) shall be responsible for the conduct of all elections and will be appointed from the following list on a per election basis:</p> <ul style="list-style-type: none"> • The CEO and • A representative from NUS
<p>Duties of the Elections Strategic Group and Returning Officer(s)</p>	<p>7. The President shall convene an Elections Strategic Group to support the Students’ Union’s elections and referenda for each academic year. The Group shall include:</p> <ul style="list-style-type: none"> 7.1 the President (Chair) (unless standing for re-election) 7.2 another Elected Officer (unless standing for re-election) 7.3 the Head of Student Engagement 7.4 any other staff members nominated by the CEO. <p>8. Elections Strategic Group members must declare if they have an interest in any of the candidates for Election.</p> <p>9. The Elections Strategic Group shall be responsible for all relevant administrative processes with respect to the notification of the election procedures and timetables, in particular:-</p> <ul style="list-style-type: none"> 9.1 the positions open for election, and all conditions of elections, as specified in these Articles of Governance and Bye Laws. 9.2 the opening and closing dates for nominations, and the conditions for nomination as specified in these Articles of Governance and Bye Laws.

	<p>9.3 the list of names of all candidates for all positions open for election as soon as practicable after the close of nominations.</p> <p>9.4 the closing date for submission of candidates' election publicity material, for approval prior to printing and distribution.</p> <p>9.5 the designated areas in which publicity may be displayed.</p> <p>9.6 the dates and times of hustings/question time, if any.</p> <p>9.7 the dates and times that electronic voting will be open.</p> <p>9.8 the date and time at which any staffed information points will be open and their location</p> <p>10. The Elections Strategic Group along with the Returning Officer(s) shall set a timetable of hustings/question time for elections to the Representative Committee, and may call hustings/question time for other elections and referenda at their discretion. If held, all candidates for election shall be notified of the dates and times of hustings/question time, and shall be expected to attend</p> <p>11. The Returning Officer(s) shall undertake the following duties:-</p> <p>11.1 the declaration and publication of the results.</p> <p>11.2 reporting the result to the next meeting of the Representative Committee.</p> <p>11.3 ensuring that all procedures governing Students' Union elections have been properly applied.</p> <p>11.4 providing an annual report to the University Secretary on the conduct of the elections.</p> <p>12. The Returning Officer(s) and the Elections Strategic Group shall be responsible, at the appropriate time, for the conduct of all Students' Union elections. The Returning Officers' decision is final.</p>
<p>Eligibility for standing as a candidate in Elections</p>	<p>13. All candidates for election shall:</p> <p>13.1 provide proof of being a Full Member and agree to a Student Status Check</p> <p>13.2 only be eligible to stand for one post on the Representative Committee</p> <p>13.3 provide a Manifesto</p> <p>13.4 fulfil all requirements set out in Appendix 1 to this Bye Law - Eligibility to Stand for Election or Appointment and Eligibility to hold Office.</p> <p>13.5 fulfil all the requirements set out in the Election Nominations Pack</p> <p>14. The following specific conditions shall apply to candidates for elections:</p> <p>14.1 Candidates for election to the posts of:</p> <ul style="list-style-type: none"> · International Students Representative · Postgraduate Rep · part time rep · mature students rep <p>shall be as defined by the University</p>

	<p>14.2 Candidates for Liberation Group Representatives shall self-define as a member of that Liberation Group</p> <p>14.3 Candidates for Academic Faculty Reps shall be from the Faculty they study in</p>
Eligibility for Voting in Elections	15. All elections shall be conducted by way of a secret cross campus ballot except in respect of the election of Students' Union Council Representatives for the Faculties. These shall be elected only by Students registered on a course of study within the same Faculties.
Candidate Briefing	16. There shall be a briefing to all candidates for election informing them of the roles and responsibilities of the elected positions. Another briefing shall be given to candidates after close of nominations in order to explain all election regulations. This shall be held at a time and place nominated by the Elections Strategic Group and notified to all candidates. Attendance at these briefings is mandatory.
Insufficient Nominations and Withdrawal of Candidature.	<p>17. In the event of there being insufficient nominations received to proceed with voting the Returning Officer(s) shall inform the Representative Committee who shall determine whether to re-open nominations and/or agree a revised timetable for any elections.</p> <p>18. Candidates shall inform the Returning Officer(s) in writing of any decision to withdraw their candidature from any election no later than five (5) working days after close of nominations.</p>
Re-standing Officers	<p>19. Elected Officers standing for re-election must ensure:</p> <p>19.1 they declare their intention to stand in good time and take no part in elections planning</p> <p>19.2 their duties as an Elected Officer take precedence over campaigning and that they are accessible to students in order to carry out their designated functions</p>
Offences by Candidates	<p>20. The Returning Officer(s) with the support and advice of the Elections Strategic Group, shall subject any candidate for election to disciplinary procedures, which may include disqualification if s/he (or anyone acting on his/her behalf) is responsible for corrupt practice including (but not restricted to):-</p> <p>20.1 giving money or making any gift of substantial intrinsic value to any voter in order to procure the vote of that voter. Substantial intrinsic value will be defined in the rules and regulations which will be set out annually in the nomination pack</p> <p>20.2 directly or indirectly, by her/himself or by any other person on her/his behalf, making use of or threatening to make use of any force, violence, or restraint in order to induce or compel that person to vote or refrain from voting</p> <p>20.3 Directly or indirectly, by her/himself or by any other person on their behalf, make use of or threatening to make use of any force, violence, or restraint towards any other candidates in order to induce that person not to campaign, or to act in any way which could be detrimental to their candidature</p> <p>20.4 falsification of any document or information which is a requirement of the election procedures</p> <p>20.5 directly or indirectly defacing or destroying any nomination paper or any other election material</p> <p>20.6 interfering, or attempting to interfere with the electronic voting procedure. This includes but is not limited to:</p> <p>20.6.1 submitting or attempting to submit falsified electronic votes by way of hacking, identity theft or proxy voting.</p>

	<p>20.6.2 Denial of Service (DoS) attacks on the voting procedure or any persons/organisations involved in the voting procedure.</p> <p>20.6.3 any other means of electronic disruption as defined by the Returning Officer(s)</p> <p>20.7 any other serious misconduct or behaviour that undermines the conduct of the elections. This will be decided by the Returning Officer(s) at their discretion.</p>
Endorsement of Candidates	21. No member of the Representative Committee, Board of Trustees, or staff may publicly endorse a candidate for Election. Doing so will be deemed an offence and will be subject to disciplinary action.
Void Elections	<p>22. The Returning Officer(s) may declare an election null and void or may declare a particular vote null and void where it is proven that:-</p> <p>22.1 a voter has been guilty of impersonation, that is to say, voting electronically as some other person, whether that person is living, dead or fictitious; or</p> <p>22.2 a voter has voted as an elector more than once in an election where s/he is not entitled so to do or</p> <p>22.3 any other serious misconduct is considered to have occurred</p>

Appendix 1 to Bye Law 11

Eligibility to Stand for Election or Appointment

Position	Standing For						
	Elected Officer	Students' Union Rep	UC Chair	Student Trustee	NUS Delegate	Students' Union Councillor	Zone Committees
Full member*	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Opted Out Student*	No	No	No	No	No	No	No
Associate Member*	No	No	No	No	No	No	No
Life Member*	No	No	No	No	No	No	No
Honorary Life Member*	No	No	No	No	No	No	No
Students' Union Staff - F/T	No	No	No	No	No	No	No
Students' Union Staff - P/T	No	No	No	No	No	No	No
Students' Union Staff - Casual	Yes	Yes	Yes	No	Yes	Yes	Yes
Hallam University Staff - F/T	No	No	No	No	No	No	No
Hallam University Staff - P/T	No	No	No	No	No	No	No
University Staff - Casual	Yes	Yes	Yes	No	Yes	Yes	Yes
Students who are also at another Institution	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Previous Elected Officer	Yes	Yes	No	No	Yes	Yes	Yes
Previous Hallam Students' Union Trustee	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Holds another Students' Union post	No	No	No	No	Yes	Yes	Yes
Holds another NUS post	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Permanently excluded from the Students' Union	No	No	No	No	No	No	No
Previously dismissed as an Elected Representative	No	No	No	No	No	No	No

Appendix 2 to Bye Law 11

Eligibility to hold Office

Position	Standing For						
	Elected Officer	Students' Union Rep	UC Chair	Student Trustee	NUS Delegate	Students' Union Councillor	Zone Committees
Full member*	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Opted Out Student*	No	No	No	No	No	No	No
Associate Member*	No	No	No	No	No	No	No
Life Member*	No	No	No	No	No	No	No
Honorary Life Member*	No	No	No	No	No	No	No
Students' Union Staff - F/T	No	No	No	No	No	No	No
Students' Union Staff - P/T	No	No	No	No	No	No	No
Students' Union Staff - Casual	No	No	No	No	Yes	Yes	Yes
University Staff - F/T	No	No	No	No	No	No	No
University Staff - P/T	No	No	No	No	No	No	No
University Staff - Casual	No	Yes	Yes	No	Yes	Yes	Yes
Students who are also at another Institution	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Previous Elected Officer	Yes	No	No	No	Yes	Yes	Yes
Previous Trustee	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Holds another Students' Union post	No	No	No	No	Yes	Yes	Yes
Holds another national post	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Permanently excluded from the Students' Union	No	No	No	No	No	No	No
Previously dismissed as an Elected Representative	No	No	No	No	No	No	No

Bye Law 12 – Referenda

<p>General Principles</p>	<ol style="list-style-type: none"> 1. A Referendum shall be the means by which the Minimum Number of Full Members (as defined in these Articles of Governance), may make a final determination of any question. 2. A decision made by referendum is binding on Students’ Union Council unless: <ol style="list-style-type: none"> 2.1 there may be serious financial implications 2.2 it may contravene charity or education law, or other legal requirements including ultra vires 2.3 it may damage the reputation of the Students’ Union <p>The decision of the Board of Trustees in these matters is final</p> 3. Sheffield Hallam Students’ Union shall aim to call a minimum of one referendum per academic year. 4. Any question or resolution may be put to a Referendum other than a question or resolution which:- <ol style="list-style-type: none"> 4.1. relates to a matter which is private or confidential (the decision of the Board of Trustees as to whether a matter is private or confidential shall be final); 4.2. is not consistent with these Articles of Governance; or 4.3. which Students’ Union Council decides by a resolution passed by a Simple Majority Vote is frivolous or unlawful
<p>Calling a Referendum</p>	<ol style="list-style-type: none"> 5. A Referendum may be called:- <ol style="list-style-type: none"> 5.1. by a resolution of Students’ Union Council or the Representative Committee passed by a Simple Majority Vote; or 5.2. by petition in writing addressed to the President at the main offices of the Students’ Union and: <ol style="list-style-type: none"> 5.2.1 a petition for a Referendum must be signed by at least the greater of one percent (1%) of Full Members or 250 Full Members. 5.2.2 each Full Member whose signature is on the petition for a Referendum must provide her/his full name and SHU Student ID number. 5.2.3 the petition shall state the nature of the question or resolution to be proposed and shall name three of the signatories as representatives of the petitioners 6. The Returning Officer(s) along with the Elections Strategic Group will be responsible for the organisation and conduct of the Referendum. The Returning Officer(s) decision is final.
<p>Duties of the Elections Working Group and Returning Officer(s) with regard to Referenda</p>	<ol style="list-style-type: none"> 7. The Elections Strategic Group shall be responsible for producing all relevant administrative processes with regard to referenda procedures and timetables and to undertake the following duties:- <ol style="list-style-type: none"> 7.1 to notify the Members that a petition to hold a Referendum has been received in accordance with the provisions of this Bye-Law 7.2 to specify the nature of the question to be put 7.3 to specify the designated areas in which publicity may be displayed

	<p>7.4 to specify the dates and times that voting will be open</p> <p>8. The Returning Officer(s) shall undertake the following duties:</p> <p>8.1 to specify the dates and times for hustings/question time, if any</p> <p>8.2 to declare and publicise the result</p> <p>8.3 to report the result to the next available meeting of the Representative Committee</p> <p>8.4 to ensure that all procedures governing the Referendum set out in these Articles of Governance are properly applied</p> <p>8.5 to provide a report to the University Secretary on the conduct of the Referendum</p>
Petitions for Referenda	9. On receipt of a petition for a Referendum, the President shall notify the Returning Officer(s), who shall forward written acknowledgement of receipt of the petition to the representatives of the petitioners as soon as possible.
Phrasing of Question	<p>10. Phrasing the question to be put to a Referendum shall be agreed with the Returning Officer(s) along with the Elections Strategic Group.</p> <p>11. In the case of a Referendum called by petition, one or more of the representatives on the matter will also be consulted.</p> <p>12. The phrasing shall ensure that the question can only be answered “Yes” or “No”.</p>
Timing of Referenda	13. The outcome of any questions put to a Referendum shall be advertised to the Members not later than the end of the 5th week, counting from the Monday after the resolution of the Representative Committee or Students’ Union Council, or from receipt of the petition.
Publicity	<p>14. The Elections Strategic Group shall make appropriate arrangements for publicising the Referendum within the University.</p> <p>15. The Elections Strategic Group in consultation with the Returning Officers(s), shall ensure strict parity in the allocation of material support (including financial) for each side of any Referendum campaign.</p>
Campaigning	<p>16. All members campaigning in the referendum shall abide by the rules and regulations set out in the Referendum regulations.</p> <p>17. If no Referendum regulations are created then campaigners shall abide by the rules and regulations set out in the Election regulations.</p>
Method of Determining the Outcome of a Referendum	<p>18. All referenda shall be conducted by cross-campus ballot in a manner approved by the Electoral Reform Society.</p> <p>19. The question shall only be answered “Yes” or “No”. Any answer other than “Yes” or “No” shall result in the vote being discounted.</p> <p>20. A Referendum shall not be valid unless more than 2% of Full Members, or 400 Full Members, whichever is the greater, vote in the Referendum. The figures shall be calculated in accordance with the total number of valid (Opted In) SHU cards currently in issue.</p> <p>21. If less than the Minimum Number of Full Members cast valid votes in the Referendum, the votes will not be counted, and the outcome of the Referendum will be disregarded. The Returning Officer(s) shall determine whether the Minimum Number of Full Members or more have voted.</p> <p>22. It shall be the responsibility of the Returning Office(s) to ensure that the outcome of a Referendum is advertised to the Members</p>

<p>Timetable for Referenda</p>	<p>23. The timetable for the referendum shall be :-</p> <p>23.1 publicity shall be produced no later than five (5) working days after receipt of the petition or notice of the Referendum</p> <p>23.2 publicity shall be distributed within nine (9) working days after receipt of the petition, or notice of the Referendum</p> <p>23.3 Hustings/Question time (where applicable) shall be held during the third week after receipt of the petition or notice of the Referendum</p> <p>23.4 voting shall be open during the fourth week after the receipt of the petition or notice of the Referendum</p> <p>23.5 declaration of the results shall be made by the Returning Officer(s) as soon as practical after the close of voting and not later than the end of the 5th week after receipt of notification</p>
<p>Questions of a like nature</p>	<p>24. No question of like nature shall be put to a Referendum more than once within the same academic year. In the event of a dispute, the decision of the Returning Officer(s) shall be final</p>

Bye Law 13 – Financial Regulation

<p>General Provision</p>	<p>1. The Trustees shall be ultimately responsible for the finances of the Students’ Union, and shall be empowered to establish regulations that shall be binding on Students’ Union Council, Committees, Clubs, Societies, Officers, Officials and Staff. The Trustees shall have access to all books, records and accounts of any section or part of the Students’ Union.</p>
<p>Accounts</p>	<p>2. The Students’ Union’s financial year shall run from 1st August to 31st July and all bodies of the Students’ Union shall maintain accounts for this period.</p> <p>3. The Trustees shall appoint Auditors who shall be Chartered or Incorporated Accountants, and shall not be Trustees, Officers, members, or employees of the Students’ Union.</p> <p>4. All financial transactions shall be recorded in accordance with arrangements agreed with the Auditors</p> <p>5. Audited Accounts, together with the Auditors’ Report for each financial year, shall be submitted to the first possible Trustee meeting of the subsequent Academic Year for ratification, and to the Annual General Meeting, Students’ Union Council and Sheffield Hallam University’s Board of Governors.</p> <p>6. The Auditors may attend the meeting of the Trustees considering the accounts to comment or answer questions.</p>
<p>Standing Orders</p>	<p>7. These Standing Orders shall be read in conjunction with the rest of the Articles of Governance and Bye Laws of the Students’ Union and the Financial Regulations. Nothing contained in these Standing Orders may be interpreted so as to conflict with any provision of the Constitution.</p> <p>8. Expenditure within the Approved Budget</p> <p>8.1 Budget</p> <p>8.1.1 Not less than two months before the start of each financial year the Students’ Union will prepare a budget in respect of the next financial year. The budget will show the anticipated income and expenditure for Trading and Non Trading areas and identify any borrowing and/or capital expenditure that it is expected that the Students’ Union will or is likely to incur during the financial year to which the budget relates.</p> <p>8.1.2 The Budget shall be ratified by the Board of Trustees and presented for approval to the Sheffield Hallam University’s Board of Governors</p> <p>8.2 Virement</p> <p>8.2.1 Expenditure for any heading in the budget within the Non Trading areas may be increased by the transfer of monies from another heading in that budget with the prior approval of the Trustees, providing that there is no change in the overall level of expenditure for the Non Trading areas, and provided that any grant expressly provided by Sheffield Hallam University’s Board of Governors in respect of any activities is only used for the activities for which it is intended</p> <p>8.2.2 The estimated expenditure for any heading in a budget within the Trading Areas may be increased by the transfer of monies from another heading in the budget, with the prior approval of the Trustees, provided there is no change in the overall level of expenditure</p>

	<p>8.3 Prior to any order being placed or to any liability being incurred, a fully authorised, official Students' Union order must be issued</p>
<p>Standing Orders</p>	<p>8.4 Each Budget Controller shall be responsible for all orders raised in his/her area. Official orders in a form approved by the Trustees shall be issued for all work, goods and services to be supplied to the Students' Union</p> <p>8.5 All orders shall be authorised by the Budget Controller prior to issue. Before authorising orders, Budget Controllers shall ensure that adequate budgetary provision is available. The CEO must approve orders for non-standard items</p> <p>8.6 The same person shall not perform the duties of ordering, receiving goods and certifying the respective invoices for payment. Relevant documents must be retained for audit purposes</p> <p>8.7 Budget Controllers are expressly forbidden to make a purchase or obtain a tender from a supplier in which they have financial interests</p> <p>8.8 Three quotations must be obtained before any contract to purchase, lease or hire goods or services costing in excess of £5000 is considered</p> <p>8.9 If it is not possible to obtain three quotations a request must be made in writing to the CEO giving a detailed explanation of why the contract should still be considered</p> <p>8.10 Any contract relating to the lease and hire of goods or services for a period of more than 12 months must be referred to the CEO who shall obtain approval from the Trustees.</p> <p>8.11 The Students' Union shall maintain and implement a policy on the appointment of contractors or consultants and tendering. Any project costing in excess of £20,000 shall be considered a "major project" and will be subject in full to the Students' Union's policy on tendering</p> <p>8.12 A relevant professional advisor shall always be consulted when tendering out major projects</p> <p>8.13 At least three sealed tenders shall be sought and each potential contractor shall be given equal information to base their tender on</p> <p>8.14 The President, CEO and professional advisor or their nominees shall be present at the specified opening of all tenders</p> <p>9. Expenditure in Excess of Approved Budget</p> <p>9.1 No order may be issued or liability incurred in excess of the approved budget for any expenditure head except by an official requisition or order form signed by the CEO or in their absence by the Director of Central Resources</p> <p>10. Exceptions: Standing Orders 8 and 9 shall apply in all cases except:</p> <p>10.1 Where a contractual obligations exists which has been properly authorised by the appropriate signatories</p> <p>10.2 Where a binding contractual or statutory obligation exists regardless of initial authorisation</p> <p>10.3 Where obligations exist in respect of contracts of employment initially approved by the Trustees</p> <p>10.4 Where goods are purchased for resale or as consumables in the process of sales by Students' Union staff with responsibility for such purchases</p>

11. The Students' Union shall be under no obligation to meet any liability incurred outside the provisions of these standing orders
12. All income and expenditure of the Students' Union or any body affiliated to or recognised as part of the Students' Union, in accordance with these Articles of Governance, shall be controlled and recorded by the Director of Central Resources and her/his staff
13. Any bank or building society account or any other savings account shall be processed, opened, closed and controlled by the Trustees in accordance with these Articles of Governance. No other person shall open, close or control these or any other accounts held on behalf of the Students' Union or any of its constituent parts.
14. The cheque signatories shall be as specified in the Finance Regulations
15. One of the External Trustees shall be empowered to act as cheque signatory in the event of a situation arising where, for the time being, there are fewer than two of the signatories named in the Regulations in post.
16. No cheque signatory shall sign a cheque or other order for payment to themselves except that cheque signatories, who are also employees, may authorise salary payments (including their own) in accordance with contracts of employment.
17. No payment for any purpose may be made in cash by the Finance Office unless a requisition has been specifically countersigned for cash payment by the relevant budget controller and is less than £50.
18. The Director of Central Resources shall not effect payment in respect of any official Students' Union order or requisition for expenditure if:
 - 18.1 The official order or requisition authorising the expenditure is signed by unauthorised persons
 - 18.2 The expenditure is outside the scope of the account to which it is allocated on the official Students' Union requisition
 - 18.3 The item of expenditure has been specifically rejected by the Trustees
19. Expenditure outside the scope of any account shall require authorisation by minute of the Trustees
20. In the event of absence or vacancy for a post which carries spending authority, and when urgent authorisation is required, the CEO or Director of Central Resources may deputise for the authorised signatory
21. **Fixed Assets**
 - 21.1 Fixed Assets shall be defined for the purposes of the Students' Union balance sheet as those items having an anticipated life of three years or more with an initial purchase price of more than £1,000
 - 21.2 All such items shall be purchased only with the authority of the Trustees and expenditure capitalised and depreciated according to standard accounting principles.
22. These standing orders may only be varied with the approval of the Trustees and shall be reviewed annually.

Authority for Expenditure	<p>23. Authority for Expenditure</p> <p>23.1 The designated budget holder may solely approve expenditure up to £1,000 provided that there are sufficient funds in the relevant allocation remaining</p> <p>23.2 Expenditure in excess of £1,000 but less than £5,000 requires the additional approval of the relevant Senior Manager</p> <p>23.3 Expenditure in excess of £5,000, but less than £20,000 requires the additional approval of the CEO</p> <p>23.4 Expenditure in excess of £20,000 requires the prior approval of the Trustees</p>
Insurance	<p>24. Insurances</p> <p>24.1 The Trustees through the Director of Central Resources of the Students' Union shall be responsible for arranging all insurance as is necessary to protect the Students' Union's interests and negotiate all claims in consultation with other Senior Managers as required.</p> <p>24.2 Senior Managers shall promptly notify the CEO of all new risks, which require to be insured, and of any alterations affecting existing risks or insurances.</p> <p>24.3 The Director of Central Resources shall keep and maintain a register of all insurances held by the Students' Union and risks covered thereby and annually provide Senior Managers with a statement of all insurances in force in order that they may be jointly checked and reviewed.</p> <p>24.4 Senior Managers shall immediately notify the Director of Central Resources in writing of any loss, liability or damage , or of any event likely to lead to a claim. All monies due and received from insurers shall be submitted to the Director of Central Resources .</p> <p>24.5 All employees concerned with the receipt, custody and/or disbursement of monies and property of the Students' Union shall be included in suitable insurance.</p> <p>24.6 Any incident involving personal injury or death occurring on Students' Union premises or otherwise considered to be the responsibility of the Students' Union must be notified to the Director of Central Resources immediately, adhering to Hallam Students' Union procedure.</p>
Internal Control	<p>25. The Students' Union shall be required to satisfy the Trustees that a series of internal control procedures are in place to protect against fraud, error or financial mismanagement.</p>

Bye Law 14 – Policies of The Students’ Union

<p>Adoption of Policies</p>	<ol style="list-style-type: none"> 1. Policies of the Students’ Union shall be decided by resolution passed by a two thirds majority vote of Students’ Union Council, or by decision of referendum. 2. Policies must be consistent with these Articles of Governance and Bye Laws, and may not result in: <ol style="list-style-type: none"> 2.1 serious financial implication for the Students’ Union 2.2 failure to comply with charity or education law, or other legal requirements, including ultra vires 2.3 damage to the reputation of the Students’ Union 3. The decision of the Board of Trustees in these matters shall be final
<p>Policies to be binding on the Students’ Union</p>	<ol style="list-style-type: none"> 4. Policies of the Students’ Union shall be binding on: <ul style="list-style-type: none"> · members of Students’ Union Council · the Representative Committee · members of all other committees · officials and staff of the Students’ Union (in the course of their duties with the Students’ Union)
<p>Register of Policies</p>	<ol style="list-style-type: none"> 5. It shall be the duty of the Students’ Union Council Chair to maintain a register of Policies, showing the terms of each Policy and the date of its adoption 6. Any full member, trustee or employee of the Students’ Union may have access to the register of Policies upon application to the Students’ Union Council Chair
<p>Alteration of a Policy</p>	<ol style="list-style-type: none"> 7. Policies remain in force for a period of 3 (three) calendar years after adoption, but <ol style="list-style-type: none"> 7.1 Students’ Union Council may, by a resolution passed by a two thirds majority vote, alter any Policy 7.2 no alteration shall be made to any Policy during the calendar year in which it was adopted
<p>Lapse of Policy</p>	<ol style="list-style-type: none"> 8. Any Policy shall lapse: <ol style="list-style-type: none"> 8.1 if it becomes in contravention of, or is inconsistent with, any applicable law, or the Objects or provisions of these Articles of Governance and Bye Laws, or 8.2 if by a two thirds majority vote, Students’ Union Council resolves that the Policy shall lapse, subject to (7) above 8.3 after a period of 3 (three) calendar years from the date the Policy was adopted, or if the Policy has been altered, 3 (three) calendar years from the date the alteration took effect 9. It shall be the responsibility of the Students’ Union Council Chair to advise Students’ Union Council of any Policy due to lapse within the following calendar month, or prior to the next Students’ Union Council meeting, at each Students’ Union Council meeting

Bye Law 15 – Student Complaints & Disciplinary Procedures

Code of Conduct	<ol style="list-style-type: none">1. Sheffield Hallam Students' Union is responsible for the Students' Union facilities, services and activities, as well as the Students' Union premises. Sheffield Hallam Students' Union's Code of Conduct relating to the behaviour of Members and Opted Out Students is binding on everyone who:<ol style="list-style-type: none">1.1. uses the Students' Union's premises, or1.2. takes part in any of the Students' Union's activities, or1.3. benefits from any of the Students' Union's facilities.2. Members and Opted Out Students are also responsible for any breaches of this Code by any guest they may have introduced.3. Failure to comply with this Code of Conduct may result in disciplinary action being taken by the Students' Union.4. The following offences may lead to disciplinary action being taken, in accordance with this Bye Law:<ol style="list-style-type: none">4.1 conduct in breach of the Students' Union's policies, procedures and protocols4.2 wilful, reckless or negligent damage to, or loss of, the Students' Union property, or property under the control of the Students' Union4.3 conduct detrimental to the reasonable enjoyment of the Students' Union's facilities by any other student(s) or their guests4.4 revealing to the press, television or radio, or any related agency, confidential material about Sheffield Hallam Students' Union, or any of its students, staff or officers, unless authorised to do so by the Trustee Board4.5 contravention of any of the regulations of the Students' Union, including any rules and regulations which apply to any club or society4.6 any conduct which might be detrimental to the reputation or external relations of the Students' Union4.7 any illegal activities whilst on the Students' Union property, at Students' Union events, or whilst acting on behalf of the Students' Union4.8 failure to repay a debt to the Students' Union4.9 incurring unauthorised expenditure on behalf of the Students' Union, and/or misappropriating Students' Union funds or property5. This list is not intended to be inclusive or exhaustive, and Sheffield Hallam Students' Union reserves the right to investigate any other conduct which may give rise to disciplinary action. Any such investigation will be carried out in accordance with this Bye Law.6. This Code of Conduct applies to all Members and Opted-out students.
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7. Introduction

- 7.1.** This Bye Law sets out the framework for dealing with disciplinary matters concerning all Members and Opted-out students. It is the responsibility of the Students' Union and its Officers to ensure that disciplinary action is uniformly and fairly applied. The procedure for dealing with Student Disciplinary matters is set out in Appendix 1 to this Bye Law
- 7.2.** The overall aim of disciplinary action is to prevent unacceptable standards of conduct of behaviour, contrary to the established policies and procedures of the Students' Union
- 7.3.** Nothing in the procedure shall do away with an individual's right of redress by way of statute.
- 7.4.** The procedure shall not supersede or prevent the implementation of the University's disciplinary procedures, or when appropriate, the involvement of the Police.
- 7.5.** The procedure is intended to be of investigative rather than adversarial nature. Sheffield Hallam Students' Union operates an open policy for communication and consultation, and as such it is expected that in the first instance problems and concerns will be raised and resolved on an informal basis. Where the complaint cannot be resolved by informal mediation, or the nature of the complaint is serious, the formal procedure may be invoked.
- 7.6.** Designated members of staff and/or Officers are able to take disciplinary action as appropriate to maintain good order. Serious breaches of the Code of Conduct will be referred to the President for investigation according to the Students' Union's Disciplinary Procedure.

8. Complaints about the conduct or behaviour of any member of the Students' Union

- 8.1.** A complaint about the conduct or behaviour of any member of the Students' Union or Opted-out Student, may be made by any of the following:
 - 8.1.1.** any member of the Officer Committee
 - 8.1.2.** any student(s)
 - 8.1.3.** any member of Sheffield Hallam Students' Union staff
- 8.2.** A complaint must be in writing, addressed to the President and made within 10 (ten) working days of the event in question (excluding the day on which the event occurred).
- 8.3.** The President shall acknowledge the complaint(s) in writing within 5 (five) working days of receipt of the complaint (excluding the day of receipt of the complaint).
- 8.4.** Any criminal proceedings will take precedent over the Students' Union's disciplinary procedures, and the Students' Union shall only start disciplinary proceedings once any criminal investigation or proceedings have been completed.
- 8.5.** Any University disciplinary proceedings will take precedent over the Students' Union's disciplinary procedures, and the Students' Union shall only start disciplinary proceedings once any University investigation or procedures have been completed.

- 8.6.** In appropriate circumstances, a student may be suspended by the President from the Students' Union's premises, and/or services and/or activities and/or privileges while the matter is being investigated. Such suspension will be without prejudice and will always be for as short a period as possible. Such circumstances might include criminal investigation, or where it is considered that the actions of the student may harm the Students' Union or other students. This list is not intended to be exhaustive.
- 8.7.** If a complaint is made about the conduct or behaviour of a Students' Union club or society, the Chair (or equivalent) and/or other responsible officers of that club or society will be held accountable.

9. General Provisions

- 9.1.** If a student who is the subject of a complaint breaches the terms of any exclusion from the premises, and/or activities of the Students' Union, the President shall have the authority to extend the length of the exclusion for a period not exceeding the full length of the original exclusion.
- 9.2.** Any student who is the subject of a complaint and is excluded from the privileges of Students' Union membership, whether temporarily or permanently, shall not be eligible to be nominated or to stand for election to any Students' Union position during the period of exclusion, or to take up office.

10. Complaints about the Services or Facilities of the Students' Union

- 10.1.** Sheffield Hallam Students' Union is committed to providing high quality services and facilities for its members, opted out students, and all other users of the facilities. It is recognised that from time to time problems may occur and this it is important for provisions to be made to address and resolved complaints that may arise.
- 10.2.** The Students' Union will give serious consideration to any complaint that is made, and will deal with all complaints speedily and sympathetically. No student shall be disadvantaged by having made a complaint, but it is expected that frivolous or erroneous complaints will not be made.
- 10.3.** Any complaint regarding the services or facilities of the Students' Union shall be made in writing and addressed to the CEO (unless the complaint is about the CEO, in which case it shall be addressed to the President).
- 10.4.** Complaints will not be considered unless the complainant provides their name and contact details and provides details of the event or occurrence giving rise to the complaint within 10 working days
- 10.5.** Complaints made regarding the provision of services and facilities will be dealt with under Sheffield Hallam Students' Union's Staff Disciplinary and Grievance Procedures.

11. Right of Appeal

- 11.1.** A student who has exercised their right of appeal as set out the Student Disciplinary Procedure, but who feels that the procedure has not been correctly followed, may make a formal complaint to Sheffield Hallam Students' Union's Trustee Board
- 11.2.** Notification of the intention to appeal should be in writing to the CEO within 5 (five) working days of completion of the procedure
- 11.3.** The appeal shall be conducted by the Chair of Sheffield Hallam Students' Union's Trustee Board, and their decision is final

12. Independent Person

- 12.1** The Board of Governors at Sheffield Hallam University shall appoint an independent person (or make ad hoc arrangements as necessary) to report on a complaint, if a party to a complaint is not satisfied with the final outcome.
- 12.2** The Independent Person shall not be a member of the University (staff, students or governor) but shall be a person of good standing.
- 12.3** The Independent person shall inform the complainant, the university's Secretary and Registrar and the Students' Union of their findings and recommendations (including any redress).

Bye Law 16 – Resignation & Discipline of Elected Officers & Students’ Union Representatives

<p>Resignation</p>	<ol style="list-style-type: none"> 1. An Elected Officer or Representative may resign from her/his duties by submitting a letter of resignation to the CEO. 2. The CEO shall inform the other members of the Committee or body on which the person who has resigned served within 5 (five) working days of receipt of the letter of resignation. 3. The resignation of any member shall be reported to the next meeting of the relevant Committee and it shall be recorded in the minutes or proceedings of the meeting. 4. All resignations shall take immediate effect except in the case of a Elected Officer who shall be required to give not less than 4 (four) weeks’ notice. This condition may be waived at the discretion of the Representatives Committee and/or the Board of Trustees
<p>Absence from Meetings</p>	<ol style="list-style-type: none"> 5. Elected Officers and Representatives <ol style="list-style-type: none"> 5.1. An Elected Officer or Representative who is absent from 3 (three) consecutive meetings of the Students’ Union body of which s/he is a member without submitting apologies shall be deemed to have resigned. 5.2. Any Elected Officer or Representative who is deemed to have resigned as set out above may appeal in writing to Students’ Union Council whose decision shall be final.
<p>Discipline of Elected Officers and Representatives</p>	<ol style="list-style-type: none"> 6. Making a Complaint <ol style="list-style-type: none"> 6.1. A complaint about the conduct or capability of an Elected Officer or Representative may be made by any Full Member of the Students’ Union. 6.2. A complaint must be made in writing and addressed to the President, stating the nature of the complaint, together with the name and contact details of the complainant. 6.3. In the event that the complaint being made is about the President, the complaint shall be made to the CEO 6.4. Sheffield Hallam Students’ Union operates an open policy for communication and consultation, and as such it is expected that in the first instance, problems and concerns will be raised and resolved informally. 6.5. All disciplinary matters regarding Elected Officers will be dealt with according to Sheffield Hallam Students’ Union Staff Disciplinary and Grievance Procedures 6.6. All disciplinary matters regarding Students’ Union Representatives will be dealt with according the Sheffield Hallam Students’ Union’s Student Disciplinary Procedures. 7. Motions of No Confidence <ol style="list-style-type: none"> 7.1. An Elected Officer may be subjected to proceedings resulting from a motion of “No Confidence” 7.2. Proceedings of No Confidence may be triggered by: <ol style="list-style-type: none"> 7.2.1. A majority vote of a Referendum which will be called and conducted according to Bye Law 12

7.2.2. A three quarters majority vote of Students' Union Council

7.3. If triggered, a motion of No Confidence will be dealt with according to Sheffield Hallam Students' Union's Staff Disciplinary Procedures : Gross Misconduct

8. Appeals Procedure

8.1. Any appeals against dismissal will be dealt with in accordance with Sheffield Hallam Students' Union's Staff Disciplinary Procedure.

Bye Law 17 – Resignation & Removal Of Trustees

<p>All Trustees</p>	<p>1. Disqualification and Removal of Trustees</p> <p>1.1. In line with Sheffield Hallam Students’ Union’s Articles of Governance, the Office of a Trustee will be vacated if:</p> <p>1.1.1. s/he become prohibited at law from being a charity trustee; becomes bankrupt, or enters into arrangements with creditors generally; or becomes incapable by reason of mental ill health, disorder, illness or injury of managing and administering their own affairs.</p> <p>1.1.2. s/he resigns their office by notice to the Students’ Union</p> <p>1.1.3. s/he is absent for two (2) consecutive meetings of the Trustees without submitting apologies and/or without good cause</p> <p>1.1.4. s/he is removed from office</p>
<p>Elected Officer Trustees</p>	<p>2. Removal of Elected Officer Trustees</p> <p>2.1. In line with Sheffield Hallam Students’ Union’s Articles of Governance, an Elected Officer Trustee may be subjected to disciplinary proceedings for not acting in the best interests of the Students’ Union. Such a resolution must be passed by a unanimous decision of the rest of the Trustees.</p> <p>2.2. If triggered, this resolution will be dealt with according to Sheffield Hallam Students’ Union’s Staff Disciplinary Procedures: Gross Misconduct.</p> <p>2.3. Any appeal against removal from office will be heard according to the Students’ Union’s Staff Disciplinary Procedure</p> <p>2.4. an officer removed from post shall be removed both from their remunerated sabbatical position and as a Trustee</p>
<p>Student Trustees</p>	<p>3. Removal of Student Trustees</p> <p>3.1. In line with Sheffield Hallam Students’ Union’s Articles of Governance, the office of a Student Trustee shall be vacated if s/he is removed by a resolution of the Trustees for not acting in the best interests of the Students’ Union. Such a resolution will be passed by a simple majority of the Trustees provided that a majority of both the Elected Officer Trustees and the Independent External Trustees vote in favour of removing the Student Trustee</p> <p>3.2. The Trustee concerned shall not vote on the resolution, but the remaining Student Trustees will be able to vote. In the event of an equality of votes, the Chair shall not be entitled to a casting vote.</p> <p>3.3. A Student Trustee removed from office shall be entitled to appeal to an Appeal Body within 15 (fifteen) working days of the resolution. Such an appeal should be made in writing to the Chair of the Board of Trustees, stating the grounds for the appeal</p> <p>3.4. The Appeal Body shall be made up of:</p> <p>3.4.2. the Chair of Students’ Union Council, who will act as Chair of the Appeal Body</p> <p>3.4.3. the Chair of the Trustee Board</p> <p>3.4.4. one other Student Trustee</p> <p>3.5. The decision of the Appeals Panel is final</p>

<p>Independent External Trustees</p>	<p>4. Removal of Independent External Trustees</p> <p>4.1. In line with Sheffield Hallam Students’ Union’s Articles of Governance, the office of an Independent External Trustee shall be vacated if s/he is removed by a resolution of the Trustees for not acting in the best interests of the Students’ Union. Such a resolution will be passed by a simple majority of the Trustees provided that a majority of both the Elected Officer Trustees and the Independent External Trustees vote in favour of removing the Trustee</p> <p>4.2. The Student Trustees will be able to vote but the Trustee concerned shall not vote on the resolution. In the event of an equality of votes, the Chair shall not be entitled to a casting vote.</p> <p>4.3. An Independent External Trustee will not have recourse to appeal against removal from office.</p>
<p>Rights of Removed Trustees</p>	<p>5. Rights of Removed Trustees</p> <p>5.1. A resolution to remove a Trustee shall not be passed unless the Trustee concerned has been given at least 15 (fifteen) working days’ notice in writing that the resolution is to be proposed.</p> <p>5.2. The resolution must specify the circumstances alleged to justify removal from office</p> <p>5.3. the Trustee shall have the opportunity to make full representation to the Trustee Board either in person or in writing</p>

