

# **BYE-LAWS** **OF THE** **HULL UNIVERSITY UNION**

**Final - (revised 8th December 2008)**

## **INTRODUCTION**

1. The Bye-Laws shall provide for the conduct of Union affairs and the implementation of Union policy and interpreted in such a manner as not to conflict with the Constitution. The Bye Laws shall only be amended in accordance with the provisions of the Constitution (Part2 Para 8). Any changes to these bye laws must have the approval of the Trustee Board and there must be a majority of 2/3rds of those present and able to vote.
2. The meaning of words defined in the Interpretation section of the Constitution shall have the same meaning in the Bye-laws.

## **MEMBERSHIP OF THE UNION**

3. Categories All registered full-time and part-time students of the University shall be Full Members unless exercising their right not to be a member in accordance with the Education Act 1994. Other categories of membership are detailed below.
  - a. Honorary Life Members Honorary Life Membership may be conferred by a Union General Meeting or by Union Council or by the Union Executive Committee (UEC) in recognition of services to the Union.
  - b. Life Members Former full-time students of the University are eligible for Life Membership.
  - c. Reciprocal Members Students of other UK Universities, including the Open University, or any college or institution of further or higher education in the Hull and Scarborough areas, provided that they are at least 18 years of age, shall be Reciprocal Members.
  - d. Associate Members The following shall be eligible for Associate Membership, providing that they are at least 18 years of age.
    - (i) employees of HUU and the University of Hull;
    - (ii) past Full Members;
    - (iii) spouses of Full Members;
    - (iv) students attending courses 'franchised' or 'validated' by the University of Hull;

- (v) Members of Hull York Medical School situated on the York campus;
- (vi) such other persons as the Council shall elect.

The total number of Associate Members to be elected under this sub-section and their allocation between the above categories shall be determined by the Council in October of each session, provided that at no time shall the total exceed one quarter of the total number of Full Members.

- e. Temporary Members Any person may be elected by the UEC as a Temporary Member, provided that no such Temporary Member shall be elected or re-elected for a period that shall exceed in all one month in any session, and that no such Temporary Member shall be admitted to membership until at least 48 hours after election. The licensees will have the right to refuse entry to the licensed premises.

4. Proof of Membership Proof of membership is provided as detailed below:

- a. full Members: University of Hull registered student card;
- b. reciprocal Members: student card issued by the college or student union;
- c. University and Union staff; staff cards;
- d. temporary membership: names to be displayed on the official notice boards; and can prove identity with photo id
- e. other categories; relevant HUU membership card.

5. Subscriptions Honorary Life Members, Reciprocal Members, Temporary Members, and members of the Open University shall pay no subscription. Other categories shall pay a subscription to be determined from time to time by Council upon the recommendation of the UEC. Any member whose subscription is more than four weeks in arrears may be excluded from the exercise of any of the rights of membership by UEC.

6. Cessation or Termination of Membership Membership of Union shall cease automatically in the following circumstances:

- a. a Full Member: on the first day of the session following that in which his/her course terminates except where the Member:-
  - (i) is rusticated or excluded; for the period of rustication or exclusion;
  - (ii) voluntarily withdraws or is expelled: from the effective date of withdrawal or expulsion.

- b. an associate member: on the day after the anniversary of his election if his/her membership fee is not paid.
- c. a temporary member: at the end of the period for which he/she was elected.

Anyone ceasing to be a Member shall be deemed to have vacated any office he/she holds and membership of any Committee shall lapse.

7. Termination of Membership UEC and Council shall have the power to expel any Associate or Temporary Member in accordance with the provisions of the Complaints and Discipline Procedure. Additionally the membership of a Life Member will be terminated, if in the opinion of Council his/her conduct renders him/her unfit for membership, such a member having been given seven days' written notice to attend the meeting of Council at which his/her case is to be discussed, together with details of any complaint. The Member may be represented by a Full Member of Union. The Life Member may be excluded from the premises of the Union pending the aforementioned meeting of Council, or by order of the Union Executive Committee. or the licensees

## **THE TRUSTEE BOARD**

8. Term of office:
- a. Elected Trustees  
Their term of office shall be one year as described in the Constitution and Byelaws
  - b. Selected Trustees  
Their term of office shall be three years from the date of appointment. At the end of the term, a trustee may offer him/herself for reselection. If successful, a further 3 years in office will follow. This trustee may not be considered for selection again until a period of 3 years has elapsed from the date at which their appointment ceased.

For the three Trustees who joined the Board in July 2007, one will complete his term of office at the end of 3 years, one at the end of 4 years and one at the end of 5 years.

9. Selection The Board will undertake the selection of new selected trustees. This will include the retiring trustee unless he/she is offering to be reselected. Prior to the selection procedure, a detailed person specification will be agreed by the Board to ensure the skill and experience requirements can be detailed in the recruitment process. The Secretary of the Board will be responsible for the administration of the process. All selected trustees will automatically become Honorary Life members.
10. The Chair The Chair shall be one of the selected trustees and shall be elected for one year at the first meeting following the 1<sup>st</sup> August.

11. The Honorary Treasurer The selected trustee responsible for this role will normally have a professional, financial background or other suitable experience. Their role will be to ensure the regular financial reports are reviewed and matters of concern raised with the student officers or staff concerned for action. He/she will present the financial position at each Board meeting. He/she will be responsible to the Board for ensuring that appropriate standards of accounting are in place and recommend to the Board areas for improvement when necessary. He/she will be invited to attend formal management meetings with the external auditors.
12. Disqualification and Removal from Office The Constitution (Part 2 Paragraph 4 (3)(a) to (e)) details when a trustee can be removed from office with immediate effect. Where the Board feels a trustee is not meeting their duties and responsibilities, in the first instance the problems will be discussed informally with the Chair. If subsequently performance does not improve the matter will be discussed formally at a Board meeting under reserved business. The trustee will be allowed to state their case and answer questions from the Board. The trustee in question will then retire from the meeting to allow the meeting to deliberate their decision. They may decide to:
  - a. Issue a verbal warning as to future conduct
  - b. Issue a written warning
  - c. Ask the trustee to resign

providing that the decision is reached by a simple majority of those present and able to vote.

Where an elected trustee has been removed from the position of trustee, they will be able to carry on in their role as a sabbatical officer. Removal from office as a sabbatical officer will automatically mean removal from the Board of Trustees.

13. The Board of Trustees will need to ratify changes to the following regulations:
  - a. Bye-laws and Standing orders relating to:
    - Elections;
    - Zones;
    - Financial Regulations;
    - Roles of members of the Union Executive Committee;
    - Union Executive Committee; and
    - Union Council.

## **UNION EXECUTIVE COMMITTEE**

14. Membership Membership of the Union Executive Committee shall be in accordance with the provisions of the Constitution.
15. Election Members of Union Executive Committee shall hold office from midday Friday of the third week of the summer vacation after their election for one full year.

Nomination and election shall take place annually in semester two as detailed below.

- a. Nomination Nominations for election shall be lodged with the Returning Officer before noon ten clear days prior to the election.
  - b. Election The election shall be held in accordance with the provisions of the Constitution, and Standing Orders Governing Elections.
  - c. Electoral Provisions The following provisions apply where appropriate.
    - (i) No nomination in Semester Two. If no nominations are received by noon on Wednesday of the third week of the semester two, nominations will again be called for by noon on Wednesday of the fifth week of semester two, for election in the seventh week.
    - (ii) No nominations after second attempt. If no nominations are received after the second attempt, elections will be held in week 4 of semester one under normal election rules.
  - d. Resignation If any officer or officer-elect resigns or vacates his/her appointment the following action shall be taken:
    - (i) Council having been notified of the vacancy, shall decide whether to confirm the interim arrangements detailed below until the next statutory election or direct that an extraordinary election be held to fill the appointment.
    - (ii) Until a new officer is elected the duties shall be covered by the remaining elected trustees of Hull University Union and members of staff. They would be expected to report in the same manner to the Union Executive Committee and to Union Council.
16. Duties and Responsibilities The general duties of the Committee are described in the Constitution. The individual duties and responsibilities of each member will be described in the relevant Standing Order for the role. Each of the full time officers will be a member of one of the 5 Zones described below.
17. Review The Board of Trustees shall review the success of the structure laid down in these Byelaws and accompanying Constitution every year end for three years. In particular, the reviews will focus on:
- a. Sabbatical officers' attendance on Scarborough campus; and
  - b. Sabbatical officers meeting those areas in the strategic plan relating to Scarborough Campus and the related KPIs.

## **UNION COUNCIL**

18. Role The role of Council will be to:
- a. Scrutinise the performance and conduct of elected Student Officers, the Union Executive Committee, zone committees and their individual chairs.
  - b. Review and recommend policy for referral to a referendum that have been proposed by the Zone Committees.
  - c. Ratify new and updated Standing Orders.
  - d. Hear complaints about a member of the Union or the Union itself.
  - e. Hear complaints of a disciplinary nature against a Student Officer or serious cases referred to them by the Disciplinary Panel.
  - f. Issue motions of caution, censure and no confidence against individual members of the Council.

## **MEMBERSHIP OF COUNCIL**

19. Voting Membership Membership of the Council shall consist of 48 voting members consisting of:
- a. 28 Councillors who fill the named positions in the 4 Zone Committees (see Zone Committee structure below).
  - b. 8 Councillors for Scrutiny who will be elected cross campus in week 5 semester 2 elections in the preceding academic year.
  - c. 8 members of the Scarborough Executive Committee.
  - d. 8 members elected by the Faculties. These will be the 6 elected Senate Representatives with the final 2 places going to 2nd placed candidate in the 2 largest faculties in terms of FTE students.

Elections for other places than described in (b) will be as described in the election regulations for those positions. Those standing as Scrutiny Councillors will be elected by proportional representation where the candidate with the least number of first preference votes will be eliminated in the first round and the candidates second preferences reallocated. This process will continue until only 8 candidates remain and they shall be deemed to have been elected.

Voting members of Council are to hold office on Union Council from Monday of week one in the first semester of the academic year following their election, for one year. A member of any committee or representative body, except the Union

Executive Committee, may stand to be an elected member of Council. Resignation from a post in (a),(c) and (d) above automatically causes resignation from Council.

20. Ex officio members Members of the Union Executive Committee shall be ex-officio members of Council without voting rights
21. Quoracy Quoracy of Council shall be 50% plus one of the voting members.

### **ELECTION OF MEMBERS OF COUNCIL**

22. Members of Council Voting members of Council shall hold office from Monday of the first week of Semester1 following their election the previous academic year; except in the case of Councillors elected to fill consequential vacancies. Nomination and election shall take place in Semester2, as detailed below:
  - a. Nominations Nominations for election shall be lodged with the Returning Officer before noon ten clear days prior to the election.
  - b. Election The election shall be held in accordance with the provisions of the Constitution, and Standing Orders Governing Elections.
  - c. Vacancies Should a casual vacancy arise from the voting membership of Council during the academic year, Council reserve the right to hold an emergency election, as detailed in the elections standing orders, to ensure Council is at full membership. Should a vacancy arise after elections are held in week 5 of semester 2 and before the start of the following academic year, the respective number of councillors from those elections will fill the vacant places as required in descending order of votes cast and subject to availability.

### **CHAIRPERSON OF COUNCIL**

23. Election Chairperson and Deputy Chairperson of Council shall be elected by Council, from amongst its voting members, each academic year at the first meeting of Council. The Chair of Council is to be taken by a member of the Union Executive Committee for the election of Chairperson of Council. The Chairperson and Deputy Chairperson shall be eligible for re-election. If for any exceptional purposes, the chair has not been elected, the Union President shall act as Chair until the election has taken place.

The Chair shall be elected by the single transferrable vote method. In the event that the winning candidate is RON (reopen nominations) then the election will be reopened and the process will continue until a chair is elected. In the event that no one is elected after 3 elections, the President will take the chair for that meeting

24. Temporary Election The Chair at Council and Union General Meetings shall be taken by the Chairperson of Council or, in his or her absence, or at his or her request, by the Deputy Chairperson of Council. In the absence of either one or

both the Chairperson and Deputy Chairperson, the Union Council Meeting shall elect a replacement from amongst its number in accordance with the relevant Standing Orders, who in any case shall not be a member of the Union Executive Committee, to take the Chair for the duration of that meeting. An election of Chairperson shall be conducted by a member of the Union Executive Committee. The Chairperson shall conduct the election for Deputy Chairperson.

25. Casting Vote The Chairperson or Deputy Chairperson, when in the Chair at a meeting, shall not take part in any debate or discussion and shall have no vote except the casting vote in the event of the voting on any motion being equal. The Chairperson or Deputy Chairperson when in the Chair shall stand down when directly or indirectly involved in a motion.
26. Roles of the Membership in Council
- a. Named Members  
Whilst their power lies in their area of responsibility, as a council member they will have the opportunity to scrutinise the performance of others.
  - b. Members for Scrutiny  
These members are specifically elected to represent students in a scrutiny role and to bring any concerns from the wider student body to the attention of council
  - c. Members from Faculties  
As well as taking part in Council matters, they will be representing their faculty and expected to bring to Council's attention appropriate issues from an academic point of view. They will be expected to hold at least one open surgery in a prominent place in the Union each semester

A more detailed role description will be described in the standing orders for these positions

## **MEETINGS OF COUNCIL**

27. Meetings shall take place on Mondays in weeks 2 and 12 of each Semester at 6.30pm. One Council each year must take place at Scarborough Campus.
28. Notice Meetings of Council shall be convened by the President. Notice of the meeting, together with the agenda and the minutes of the previous meeting, shall be sent to each member of Council via E-mail and shall be displayed on the official notice board in University House, in the Students' Union at Scarborough and on the official website. The date and time of the meeting must also be displayed in the Halls of Residence in Hull and Scarborough and on the official notice board on Scarborough campus. Such notification and display shall be effected at least five clear days before the meeting. All extraordinary meetings shall be outside lecture hours and shall not start prior to 6.15. and shall not be on a Wednesday.

29. Extraordinary Meetings of Council An Extraordinary meeting of Council may be called by the following:

- a. the President provided that three clear days notice is given
- b. any councillor by contacting Chair Council provided that 17 councillors are in favour and the meeting will be held no less than 5 days nor more than 10 clear days after quoracy to hold a meeting has been reached. Notification requesting approval of the meeting will be sent to all councillors by email from the chair;
- c. A Zone Chair with the approval of Chair Council.

30. Business Only the business published on the agenda shall be transacted at the a meeting of Council, provided that this shall not preclude the amendment of any motion thereon and provided that any other business not having previously appeared on the agenda may be taken, if in the opinion of the Chairperson it would not have been possible for the business to have been published on the agenda and that it is a matter of extreme urgency which cannot reasonably be left over until the next meeting of Council.

31. Absence Grounds for apologies are:-

- a. involved in University or Union business;
- b. through illness or other valid cause.

Written apologies and explanations for absence must be sent to the President prior to the start of the meeting. If the validity of the reasons given for absence are challenged, the Chairperson of Council shall be required to give a ruling. The member so challenged must be present at the appropriate Council meeting or will be deemed to have resigned unless covered by sub paragraph 'b' above. Examinations shall be deemed a valid cause of absence provided they are on the day of the meeting or within two full weeks following the day of the meeting. Any member deemed to have resigned from Council under this section may appeal to Council.

- c. Any elected member of Council, absent from any meeting of Complaints Panel, provided that two days' notice has been given, without giving notice of apology shall be deemed to have resigned subject to the above allowances and criteria.
- d. Any member of Council who is absent from any meeting of Council without giving notice of apology shall be deemed to have resigned subject to the above allowances and criteria.

- e. Any member of Council who is absent from any two meetings of Council in a semester without given notice of apology shall be deemed to have resigned subject to the above allowances and criteria.
32. Move into Committee The Council may resolve to go into committee, in which case committee shall report back to Council. If Council goes into committee no records shall be kept of its proceedings unless Council resolves to do so. Council may exclude any or all of those present who are not voting members of Council.
33. Minutes The minutes of all meetings of Council are held in Administrative Services Office and made available for inspection by Full Members during normal office hours. They shall be published on the official website.
34. Meeting Procedures These are documented in the relevant Standing Order.

## **THE ZONES**

35. Zone Committees There shall be 5 Zone committees. Four zones, Education, Welfare, Sport and Community shall have similar powers. (The fifth Governance Zone is described below.) The activity of the four zones will be coordinated by a member of UEC. The zones will meet in weeks 3,5,7,9 and 11. Wherever possible these will take place using video conferencing to minimise travelling. The day and time of the meetings will be decided at the start of each semester following the first Council Meeting. This will then remain fixed for the semester to enable effective diary planning for all of the members.
36. Election of Chairs A chair will be elected at the first meeting. The election process will be undertaken by the UEC member on the committee and will have a casting vote only. Any contested election will be by secret ballot with each member having one vote. If there are more than 2 candidates after each round the candidate with the least votes will drop out and so on until the winner is chosen with an overall majority. In the event of a tie in any of the rounds , the UEC member shall have the casting vote. The runner up shall be elected as deputy chair. In the event that the chair election is uncontested, an election for deputy chair will take place. The elected chair will oversee the election and have a casting vote only.
37. Chair's Duties and Powers The chair will:
- a. Chair all meetings.
  - b. Be a member of the Governance Zone in addition.
  - c. Report back in writing and verbally to the last Council meeting of each semester on the progress made towards agreed plans.
  - d. Approve the agenda of each meeting and be responsible for ensuring this is sent to the members 2 clear days before the meeting

The Chair may:

- a. Call an emergency meeting of the zone provided one clear day's notice is given.
- b. Request an emergency meeting of Council at the discretion of the Chair Council. In reaching a decision, Chair Council will take into consideration whether the matter is of sufficient importance that it could not wait until the next official meeting.

38. The Role of the Zones The role of each Committee will be to:

- a. scrutinise the performance of the UEC member in terms of representation, progress towards meeting the objectives of the Union's strategic plan and financial budget for the UEC area;
- b. implement agreed policy in their area of responsibility;
- c. monitor the work being undertaken by the various members of the committee.

39. Powers and duties of the Zone Committee The Zone Committee may:

- a. Pass a motion of caution against the UEC member.
- b. Bring motions of censure and no confidence against the UEC member to Union Council.
- c. Pass a motion of caution, censure or no confidence against other zone members. If a motion of no confidence is ratified at Union Council, then the member must remove him or herself from the Zone committee

40. Governance Zone The principle aim of this zone will be to scrutinize the performance of the President in relation to the effective implementation of agreed campaigns, the coordination of the work of UEC, representation to the University and outside bodies and delivery of the agreed strategy for the President's area of responsibility.

a. Membership:

President  
Campaigns and Democracy Officer  
Chair Scarborough  
Chair Council  
Chair Education Zone  
Chair Welfare Zone  
Chair Sport Zone  
Chair Community Zone

- b. Meetings These will be held in weeks 4, 6, 8 and 10 of each semester at a time and day to suit the majority of the group. The President must attend. Wherever possible video conferencing will be used to eliminate travelling.
  - c. Duties To scrutinise the work of the President and report back to Council. The committee may recommend policy to be considered by UEC and recommend disciplinary action to Council against the President.
41. Other Zones The membership and the roles and responsibilities of the Community Zone, Education Zone, Sport Zone and Welfare Zone will be detailed in their respective standing orders.

### **STANDING COMMITTEES OF COUNCIL**

42. General Standing Committees of Council, which may be established by order of a Union General Meeting or Council, shall be charged with the responsibility for helping to formulate and execute Union policy. The composition, duties and rules of procedure shall be laid down by Council in Standing Orders. All voting members of a Standing Committee shall be Full Members of Union. The list of Standing Committees is attached at Annex A.
43. Elections to Positions on Zone Committees and Other Standing Committees Positions on Zone Committees and Chairpersons of Standing Committees, and other posts as deemed necessary by Council as detailed in SO2.003, shall be elected by ballot of the full membership in the fifth week of the second semester, and shall hold office from Monday week One of the following academic year, unless provided for in the relevant standing orders. The Bye Laws shall make provision for the election of a successor in the event of an office becoming vacant during a session.
- a. Nominations Nominations for election shall be lodged with the Returning Officer before noon ten clear days prior to the election.
  - b. Elections The election shall be held in accordance with the provisions of the Constitution, and Standing Orders Governing Elections.
  - c. Electoral Provisions If no nominations are received by noon on Tuesday of the third week of semester Two or any officer resigns his/her appointment before completing the full term in office, elections shall be undertaken as provided for in the relevant Standing Orders to fill the vacancy. Persons so elected under these provisions shall hold office as if they had been elected under sub-paragraph 22b above.
44. Election of other members Election of other members of Standing Committees shall be in accordance with the relevant Standing Orders.

### **REMOVAL FROM OFFICE**

45. Motion of 'no confidence' The Constitution shall make allowance for motions of 'no confidence'.
46. Appeal An officer who is suspended from duty as the result of a motion of 'no confidence' shall have the right of appeal to a Union General Meeting, provided that the motion resolving to overturn the decision of Council is handed to the President within two clear days from the date of the relevant Council Meeting.
47. Appeal Procedure The President shall arrange for the motion to be discussed by a Union General Meeting within five clear days of receiving notice of the appeal, called in accordance with the Constitution. In the event of the meeting being inquorate, the matter shall be resolved by a referendum, to be held in accordance with Standing Order 7.004. The appellant may withdraw the appeal at any stage.
48. Termination of Office The President shall confirm termination of office in writing, to be effective either at the end of period of notice or in the event of an appeal, where either the motion falls or the Union General Meeting is inquorate.

If the President is subject to a successful Vote of No Confidence, the Deputy President shall be responsible for the administration of the Appeal Procedure.

## **ELECTION OF MEMBERS OF UNIVERSITY SENATE**

49. Student members of University Senate shall be elected in Semester One, in accordance with University Ordinance VIII and Standing Order 7.001 and shall hold office for the academic year following their election. If a vacancy should occur during the year Senate may co-opt, provided that the person so co-opted is a valid representative within the terms of the Ordinance. Nominations for such vacancies shall be placed on the agenda of the relevant Academic Council meeting, provided that the vacancy has first been posted in the Union seven clear days from the date of the meeting. Where there is more than one nomination for a vacancy, Academic Council shall decide which nomination shall stand; where there is only one nomination, Academic Council shall take note.

## **RECOGNISED SOCIETIES**

50. Recognition Any society wishing to be recognised by the Union shall submit its proposed constitution to the Council and must comply with such other requirements as are specified in the relevant Standing Orders. Council may grant or withdraw recognition at any time. Amendments to the constitution of any recognised society shall require the approval of Council. In between Council meetings, all Society Constitutions may be approved by the Governance Zone pending ratification at the next Council meeting
51. Conditions Recognised societies:
  - a. shall be allowed to use Union facilities for advertising and for club activities in accordance with Standing Order 7.104;

- b. may receive financial aid from the General Funds of the Union in accordance with Standing Order 7.101

The Chairperson, Treasurer and Secretary of all Societies shall be Full Members of Union.

Annex:

- A. Standing Committees of Union

PWT/SEB  
December 2008

Passed at UEC: 08/12/08  
Passed at Council:  
Passed at Board of Trustees: