

CONSTITUTION **OF THE** **HULL UNIVERSITY UNION** **Final Draft**

INTERPRETATION

This Constitution approved by the Senate and Council of the University of Hull, (and from the Appointed Day as determined by the Charities Act 2006, the Charity Commission) is to be interpreted in such a manner as not to conflict with either the Charter, Statutes and Ordinances of the University, or the relevant clauses of the Charities Acts and the Education Act 1994. Hereinafter, unless the context otherwise requires:

- (a) "The University" means the University of Hull.
- (b) "The Students Union" and "the charity" means the Hull University Union (HUU).
- (c) "Bye Laws" means those Bye Laws formulated and approved in accordance with the provisions of this Constitution.
- (d) "Standing Orders" means those Standing Orders approved from time to time by the Trustees in accordance with the provisions of this Constitution.
- (e) "Clear days" shall not include Saturday, Sunday, Bank Holiday or University holiday.
- (f) "Full Time Equivalent" (FTE) used for the purposes of determining the voting membership of the Union, shall be construed as counting full-time students as equal to one FTE and part-time students as equal to half an FTE.
- (g) "Regulations" refers to the Bye-laws and Standing Orders that should be read with this Constitution.
- (h) "Elected Trustee" shall be a Trustee elected by the members in accordance with the current regulations governing elections.
- (i) "Selected Trustee" shall be a Trustee selected in accordance with the current regulations governing the selection of Trustees.
- (j) "Officer" is defined as either a full time sabbatical officer or a part-time officer.

PART 1

1. ADOPTION OF THE CONSTITUTION

Hull University Union (HUU) is an unincorporated association of the students of the University of Hull. HUU and its property will be managed in accordance with the provisions of Parts 1 and 2 of this constitution.

2. THE NAME

The Association's name is Hull University Union.

3. OBJECTS OF THE STUDENTS' UNION

The objects of the Students' Union are:

- 1.1. The purpose of Hull University Union is the advancement of Education of students at the University of Hull.
- 1.2. It will achieve this by:
 - 1.2.1. Promoting the interests and welfare of students at the University of Hull during their course of study and representing, supporting and advising members.
 - 1.2.2. Being the recognised representative channel between students and the University and any other external bodies.
 - 1.2.3. Providing cultural, sporting and recreational activities, opportunities to volunteer in the community and forums for discussion and debate for the personal development of its members.

4. APPLICATION OF THE INCOME AND PROPERTY

- (1) The income and property of the Charity shall be applied solely towards the promotion of the Objects.
- (2) A trustee may pay out of, or be reimbursed from, the property of the Charity reasonable expenses properly incurred by him or her when acting on behalf of the Charity.
- (3) None of the income or property of the Charity may be paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to any member of the Charity. This does not prevent:
 - (a) A member who is not also a trustee from receiving reasonable and proper remuneration for any goods or services supplied to the charity.
 - (b) A trustee from:
 - (i) Buying goods or services from the charity upon the same terms as other members or members of the public;
 - (ii) Receiving a benefit from the charity in the capacity of a beneficiary of the charity, provided that the trustees comply with the provision of sub clause

(6) of this clause, or as a member of the charity and upon the same terms as other members;

- (c) The Purchase of indemnity insurance for the trustees against any liability that by virtue of any rule of law would otherwise attach to a trustee or other officer in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the charity but excluding:
- (i) Fines;
 - (ii) Costs of successfully defending criminal prosecutions for offences arising out of the fraud; dishonesty or wilful or reckless misconduct of the trustee or other officer;
 - (iii) Liabilities to the charity that result from conduct that the trustee or other officer knew or ought to have known was not in the best interests of the charity or in respect of which the person concerned did not care whether that conduct was in the best interests of the charity or not.

(4) No trustee may be paid or receive any other benefit for being a trustee.

(5) A Trustee who is an Officer of the Students Union may only receive remuneration from the charity:

(a) If the remuneration is fixed by a sub-committee consisting of three or more Selected Trustees, none of whom are Officers or employees of the charity ("the Remuneration Committee")

(b) No Officer may be present at or take part in any meeting of the Remuneration Committee.

(6) A Trustee who is not an Officer of the Students Union may only receive remuneration from the charity if the remuneration is authorised by sub-clauses (7) and (8) of this clause.

(7) A Trustee may:

- (a) Sell goods, services or any interest in land to the charity;
- (b) Be employed by or receive any remuneration from the charity;
- (c) Receive any other financial benefit from the charity;

If:

- (d) He or she is not prevented from so doing by sub-clause (4) of this clause: and
- (e) The benefit is permitted by sub-clause (3) of this clause; or
- (f) The benefit is authorised by the trustees in accordance with the conditions in sub-clause (6) of this clause.

- (8) (a) If it is proposed that a trustee should receive a benefit from the charity that is not already permitted under sub-clause (3) of this clause, he or she must:
- (i) Declare his or her interest in the proposal
 - (ii) Be absent from that party of any meeting at which the proposal is discussed and take no part in any discussion of it.
 - (iii) Not be counted in determining whether the meeting is quorate.
 - (iv) Not vote on the proposal.
- (b) In cases covered by sub clause (5) of this clause, those trustees who do not stand to receive the proposed benefit must be satisfied that it is in the interests of the charity to contract with or employ that trustee rather than someone who is not a trustee and they must record the reason for their decision in the minutes. In reaching that decision the trustees must balance the advantage of contracting with or employing a trustee against the disadvantage of doing so (especially the loss of the trustee's services as a result of dealing with the trustee's conflict of interest).
- (c) The trustees may only authorise a transaction falling within paragraphs 5 (a) – (c) of this clause if the trustee body comprises a majority of trustees who have not received any such benefit.
- (d) If the trustee fails to follow this procedure, the resolution to confer a benefit upon the trustee will be void and the trustee must repay to the charity the value of any benefit received by the trustee from the charity.
- (9) A trustee may absent himself or herself from any discussions of the trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest) and take no part in the voting upon the matter.
- (10) In this clause 4, "trustee" shall include any person, firm or company connected with the trustee .

5. DISSOLUTION

- (1) If the members resolve to dissolve the charity, the trustees will remain in office as charity trustees and be responsible for winding up the affairs of the charity in accordance with this clause.
- (2) The trustees must collect in all the assets of the charity and must pay or make provision for all the liabilities of the charity.
- (3) The trustees must apply any remaining property or money:
- (a) Directly for the objects;

- (b) By transfer to any charity or charities for purposes the same as or similar to the charity;
 - (c) In such other manner as the Charity Commission for England and Wales ("the Commission") may approve in writing in advance.
- (4) The members may pass a resolution before or at the same time as the resolution to dissolve the charity specifying the manner in which the trustees are to apply the remaining property or assets of the charity and the trustees must comply with the resolution if it is consistent with paragraphs (a) – (c) inclusive in sub clause (3) above.
- (5) In no circumstances shall the net assets of the charity be paid to or be distributed among the members of the charity (except to a member that is itself a charity).
- (6) The trustees must notify the Commission promptly that the charity has been dissolved. If the trustees are obliged to send the charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the charity's final accounts.

6. AMENDMENTS TO THE CONSTITUTION

- (1) HUU may amend any provision contained in Part 1 of this Constitution provided that:
- (a) No amendment may be made that would have effect of making the charity cease to be a charity at law;
 - (b) No amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the charity;
 - (c) No amendment may be made to clause 4 without the prior written consent of the Commission;
- (2) Providing that the proposed amendments meet the requirements in (1) above and meet the objects, strategic and financial plans of the charity, this Constitution may be amended as follows:-
- a. By resolution of the Senate and Council of the University following a review which shall take place at intervals of not more than 5 years
 - b. By referendum of the members providing it is passed by a two thirds majority of the members voting in a referendum and that any amendments so passed must be ratified by the Senate and Council of the University . All proposed amendments are to be presented to the membership at least 3 weeks before the

date that the referendum takes place by promulgation on the official charity website

- (3) A copy of any resolution amending this constitution shall be sent to the Commission within twenty one days of it being passed.

PART 2

1. MEMBERSHIP

- (1) The Students' Union is a membership organisation with classes of membership defined below:

- (a) Full Members;
- (b) Honorary Life Members;
- (c) Life Members;
- (d) Reciprocal Members;
- (e) Associate Members; and
- (f) Temporary Members.

- (2) **Rights of Full Membership** 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. Full Members shall have the right to:

- (a) attend, speak and vote at Union General Meetings;
- (b) stand as candidates and vote in elections in accordance with the Bye Laws and Standing Orders;
- (c) call for a referendum on policy issues related to confidence in a sabbatical officer, constitutional matters and affiliations to external organisations in accordance with Standing Orders Governing Referenda;
- (d) use the facilities of the Union in accordance with relevant Standing Orders and regulations.

The definition and rights of other classes of membership shall be set out in the Bye Laws.

- (3) **Opting out from Membership** Any full-time or part-time student who wishes not to be a member shall inform the President in writing of their wish to do so. Subject

to the agreement of the Union Executive Committee, any such student shall be entitled to re-apply for membership within the same academic year.

- (4) **Rights and Restrictions of Students who opt out of Membership** Students who choose not to be members of the Students' Union shall:
- (a) not be entitled to participate in the governance of the Students' Union through the means of elections or by holding an elected office on any Union standing committee, club or society; and
 - (b) be entitled to equal access to the services and activities provided by the Students' Union for Full Members. Except that they may be charged a differential rate of membership fee to join a club or society, or to attend a function organised by the Students' Union and shall not in any case be entitled to a Hardship or other financial help available. Where such students join a club or society, or use the facilities provided by the Students' Union, they shall be subject to the same regulations that apply to members of the Students' Union.
- (5) **Referenda** Referenda shall determine the policy of the Union. They shall be conducted by a secret ballot of all full members in accordance with the regulations governing referenda. Policy shall lapse after 3 years.

2. UNION ANNUAL GENERAL MEETING

- (1) **Convening a Meeting** A Union General Meeting shall be convened once a year by the President normally in the month of November, when the report and accounts are available for presentation.
- (2) **Notice** The Students' Union President shall ensure that notice, together with the agenda, is posted at least five clear days prior to date of the meeting; such notice to be displayed in University House, the Lawns Centre, all Halls of Residence and Scarborough Campus. Notice shall also be given via email and hullstudent.com. Paper copies and other formats will be made available on request.
- (3) **Amendments** Any amendments to the agenda shall be lodged with the Students' Union President or Union Reception on either campuses by 1.15 p.m. on the day preceding the meeting, as long as this is a clear day.
- (4) **Quorum** The meeting shall only proceed whilst 1% of the Full Time Equivalent of the full membership are present.
- (5) **Business** The AGM shall:
- (a) receive and consider reports on the work of the Union Officers;

- (b) consider and make recommendations on policy and other matters for referral to a referendum; and
 - (c) receive the annual accounts, annual budget and recommendations on any policy lapse.
- (6) **Direct Action** Any motion proposing direct action against the University shall only be carried if it is passed by a Referendum.

3. UNION EXTRAORDINARY GENERAL MEETINGS

- (1) **Convening a Meeting** An Extraordinary General Meeting may be convened by the President or at the request of any of the following:
- (a) the Board of Trustees;
 - (b) the Union Executive Committee;
 - (c) 100 full members of the Students' Union.

The request shall include the motion to be discussed and in the case of sub paragraph 'c' above, it shall be counter-signed by at least 100 Full Members of Union, on a copy of the form attached at Annex A. The President shall convene the meeting within ten clear days of receipt of the request.

The meeting shall then proceed as points 2 to 4 above in the AGM section.

4. THE BOARD OF TRUSTEES

- (1) **Membership of the Board** The members of the Board shall be Trustees as defined by the Charities Act. The voting membership of the Committee shall be:
- (a) the President
 - (b) the Vice President Community
 - (c) the Vice President Education
 - (d) the Vice President Welfare
 - (e) the Vice President Sport
 - (f) 4 Selected Trustees (non elected)

At the meeting of the Board, the Chairperson shall have a casting vote only. Members a to e are to be elected in accordance with the relevant clauses in the regulations governing elections of Sabbatical Officers. The selected Trustees will be

selected by the Board. In doing so, suitable trustees will have the skills and experience to help meet the strategy. One of the selected Trustees will act as chairperson and a suitably qualified selected trustee will act as Honorary Treasurer. The Honorary Treasurer shall receive regular management accounting information and will make comment and inform the Trustees as appropriate. Further details are included in the Bye Laws

(2) **Powers and Duties**

(a) **Duties** The Board will be responsible for the following areas:

- (i) ensuring there is an appropriate mission, vision and values for the Charity;
- (ii) approving strategy;
- (iii) meeting financial requirements of the Charity Acts and approving and monitoring planned income and expenditure; setting limits of monetary expenditure by individuals and committees;
- (iv) ensuring long term financial stability of the Students' Union;
- (v) ensuring resources are available to suitably staff the Students' Union to meet the strategy;
- (vi) consulting regularly with the membership regarding strategy;
- (vii) reviewing regularly the performance of the Union Executive Committee and to act upon recommendations of Union Council;
- (viii) removing trustees who contravene charity law;
- (ix) ensuring all recommended policy meets the objects of HUU, its strategic and financial plans and is not ultra vires.

The Board members will make themselves available at the Annual General Meeting for questioning and discussion with the membership.

(b) **Powers** In furtherance of the objects but not otherwise, the Trustees may exercise the following powers in regard to the Charity's objectives:

- (i) To raise funds and to invite and receive contributions. In doing so , the Trustees must not undertake any substantial trading activity and must comply with any statutory regulations';
- (ii) Subject to any consents required by law to buy, lease, exchange, hire or otherwise acquire any property and to maintain and equip it for use;

- (iii) To sell, lease or otherwise dispose of all or any part of the property belonging to the charity. In exercising this power, the Trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993, as amended by the Charities Act 2006;
- (iv) To borrow money and to charge all or any part of the property to the Students' Union as security for repayment of the money borrowed. The Trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993, as amended by the Charities Act 2006, if they intend to mortgage land;
- (v) To employ staff as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependents;
- (vi) To establish or support any charitable trusts, associations or institutions formed for any of the charitable purposes included in the objects;
- (vii) To set aside income as a reserve against future expenditure but only in accordance with a written policy on reserves;
- (viii) To obtain and pay for such goods and services as are necessary for carrying out the work of the charity;
- (ix) To do all such other lawful things as are necessary for the achievement of the objects;
- (x) To obtain collect and receive money and funds by way of contributions, donations, subscriptions, legacies, grants and any other lawful methods and accept and receive gifts of property of any description (whether subject to any special trusts or not);
- (xi) To open and operate such bank and other accounts as the Trustees consider necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the Trustees of a trust are permitted to do by the Trustee Act 2000.

(3) **Disqualification and Removal of Trustees**

A trustee shall cease to hold office if he or she:

- (a) Is disqualified for acting as a trustee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (b) Ceases to be a member of the charity;
- (c) Becomes incapable by reason of mental disorder; illness or injury of managing and administering his or her own affairs;

- (d) Resigns as a trustee by notice to the charity (but only if at least two trustees will remain in office when the resignation is to take effect); or
- (e) Is absent without the permission of the trustees from all their meetings held within a period of six consecutive months and the trustees resolve that his or her office be vacated.
- (f) Does not meet their responsibilities and duties as a trustee. The process for removal is defined in the Bye Laws.

(4) **Proceedings of Trustees**

- (a) The trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.
- (b) Any trustee may ask the Chair to call a meeting of the trustees.
- (c) The secretary must call a meeting of the trustees if requested to do so by the Chair.
- (d) Questions arising at a meeting must be decided by a majority of votes.
- (e) In the case of an equality of votes, the person who chairs the meeting shall have casting vote only;
- (f) No decision may be made by a meeting of the trustees unless a quorum is present at the time the decision is purported to be made.
- (g) The quorum shall be the number which exceeds one half of the total number of trustees
- (h) A trustee shall not be counted in the quorum present when any decision is made about a matter upon which that trustee is not entitled to vote.
- (i) If the number of trustees is less than the number fixed as the quorum, the continuing trustees or trustee may act only for the purpose of filling vacancies or of calling a general meeting.
- (j) The person elected as the chair shall chair meetings of the trustees.
- (k) If the chair is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the trustees present may appoint one of their number to chair the meeting.
- (l) The person appointed to chair meetings of the trustees shall have no functions or powers except those conferred by this constitution or delegated to him or her in writing by the trustees.

- (m) A resolution in writing signed by all the trustees entitled to receive notice of a meeting of trustees or of a committee of trustees and to vote upon the resolution shall be as valid and effectual as if it had been passed at a meeting of the trustees or (as the case may be) a committee of trustees duly convened and held.
- (n) The resolution in writing may comprise several documents containing the text of the resolution in like form each signed by one or more trustees.

(5) **Delegation**

- (a) The trustees may delegate any of their powers or functions to a committee of two or more trustees but the terms of any such delegation must be recorded in the minute book.
- (b) The trustees may impose conditions when delegating, including the conditions that:
 - (i) The relevant powers are to be exercised exclusively by the committee to whom they delegate;
 - (ii) No expenditure may be incurred on behalf of the charity except in accordance with a budget previously agreed with the trustees.
- (c) The trustees may revoke or alter a delegation.
- (d) All acts and proceedings of any committees must be fully and promptly reported to the trustees.

(6) **Minutes**

The trustees must keep minutes of all:

- (a) Appointments of officers and trustees made by the trustees;
- (b) Proceedings at meetings of the charity;
- (c) Meetings of the trustees and committees of trustees including:
 - (i) The names of the trustees present at the meeting.
 - (ii) The decisions made at the meetings; and
 - (iii) Where appropriate, the reasons for the decisions.

(7) **Annual Report and Return and Accounts**

(a) The trustees must comply with their obligations under the Charities Act 1993 with regard to:

- (i) The keeping of accounting records for the charity;
- (ii) The preparation of annual statements of account for the charity;
- (iii) The transmission of the statements of account to the charity;
- (iv) The preparation of an Annual Report and its transmission to the Commission;
- (v) The preparation of an Annual Return and its transmission to the Commission.

(b) Accounts must be prepared in accordance with the provisions of any Statement of Recommended Practice issued by the Commissioners, unless the trustees are required to prepare accounts in accordance with the provisions of such a Statement prepared by another body.

(8) Registered Particulars

The trustees must notify the Commissioners promptly of any changes to the Charity's entry on the Central Register of Charities.

(9) Property

(a) The trustees must ensure the title to:

- (i) All land held by or in trust for the charity that is not vested in the Official Custodian of Charities; and
- (ii) All investments held by or on behalf of the charity.

is vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.

(b) The terms of the appointment of any holding trustees must provide that they may act only in accordance with the lawful directions of the trustees and that if they do so, they will not be liable for the acts and defaults of the trustees or of the members of the charity.

(c) The trustees may remove the holding trustees at any time.

(10) Repair and Insurance

The trustees must keep in repair and insure to their full value against fire and other usual risks all the buildings of the charity (except those buildings that are required

to be kept in repair and insured by a tenant). They must also insure suitably in respect of public liability and employer's liability.

(11) **Notices**

(a) Any notice required by this constitution to be given to or by any person must be:

- (i) In writing; or
- (ii) Given using electronic communications.

(b) The charity may give any notice to a member either:

- (i) Personally; or
- (ii) By sending it by post in a prepaid envelope addressed to the member at his or her address; or
- (iii) By leaving it at the address of the member; or
- (iv) By giving it using electronic communications to the member's address.
- (v) A member who does not register an address with the charity or who registers only a postal address that is not within the United Kingdom shall not be entitled to receive any notice from the charity.
- (vi) A member present in person at any meeting of the charity shall be deemed to have received notice of the meeting and of the purposes for which it was called.

or:

- (i) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given.
- (ii) Proof that a notice contained in an electronic communication was sent in accordance with guidance issued by the Institute of Chartered Secretaries and Administrators shall be conclusive evidence that the notice was given.
- (iii) A notice shall be deemed to be given 48 hours after the envelope containing it was posted or, in the case of an electronic communication, 48 hours after it was sent.

5. PRINCIPAL OFFICERS AND THE UNION EXECUTIVE COMMITTEE (UEC)

(1) **Membership** The Principal Officers of Union shall be the members of the Union Executive Committee. These officials shall, for the period of their elected tenure,

be the holders of the major offices in terms of the Education Act 1994. The Principal Officers are:

- (a) the President, who shall be Chairperson of the Union Executive Committee;
- (b) the Vice President Community;
- (c) the Vice President Education;
- (d) the Vice President Welfare;
- (e) the Vice President Sport.

And all will be voting members of the UEC. The Board of Trustees before the start of each of the Principal Officer' term of office shall elect a Deputy President
In addition to the Principal Officers, there will be the following part time officer:

- (f) Chair Scarborough Executive Committee

Responsibilities of individual positions will be defined in detail in the regulations. The President will be responsible for ensuring HUU is appropriately governed according to this constitution, byelaws and regulations.

At meetings of the Committee, the Chairperson shall have a casting vote only. Members are to be elected in accordance with the relevant clauses of this Constitution, the Bye Laws and Standing Orders governing Election Procedure. Members Elect shall be non-voting members of the Committee.

(2) **Eligibility**

- (a) Principal Officers No member of the Students' Union shall be eligible to stand for sabbatical office having previously served for one term of office, or part thereof. This section shall not be interpreted so as to remove the right of a sabbatical officer to stand for re-election via a referendum in the event of a motion of 'no confidence' being passed upon him/her in accordance with paragraph (9) below.
- (b) Part-time Officers Members of the Students' Union who have already served a term of office as a part-time officer, shall still be eligible to stand for election as a principal officer. Part-time officers are also included in the regulations covered in the Sabbatical Code of Conduct

- (3) **Election of the Union Executive Committee** Union Executive Committee members shall be elected by a ballot of the Full Members on the Tuesday, Wednesday and Thursday of the fifth week of the semester two in each academic year. The Bye Laws shall make provision for the election of a successor in the event of the office becoming vacant during a session.

- (4) **Terms of Office** All voting members of the Committee shall ensure they are registered as students of the University for their period of office. All candidates presenting themselves for election to the Union Executive Committee must, in the presence of the Returning Officer, sign an agreement setting out the terms and conditions attached to such office.

These officers shall be entitled to remuneration for their period in office, as agreed by a meeting of the Board of Trustees and ratified by AGM.

- (5) **Period in Office** Members of the Union Executive Committee shall hold office from midday Friday of the third week of the summer vacation for one year, unless the academic year is changed. In this case, the Board of Trustees will decide whether to lengthen or shorten the term as long as the change is not more than 3 weeks.

- (6) **Responsibilities and Duties** The Committee will be responsible for implementing the mission, vision, values and strategy set by the Board of Trustees with the main aims being to:-

- (a) Develop a democratic organisation;
- (b) Improve participation in all activities available in the Union;
- (c) Represent members to the University, local community and nationally;
- (d) Provide members with appropriate support and advice;
- (e) Invest continually to improve services;
- (f) Recruit and retain appropriate staff; and
- (g) Continually strive to improve everything the Union undertakes.

They will be expected to communicate progress with the strategy and consult regularly with the membership.

- (7) **Powers** The Committee may make such Standing Orders as are necessary from time to time to give effect to the objects of the Students' Union as defined by this Constitution; such Standing Orders shall not be interpreted in such a manner as to conflict with the Constitution. Quoracy to discuss issues relating to Standing Orders is 75% (including the Chair) and a two-thirds majority is needed to pass any changes. Quoracy will exclude part time officers in vacation. All changes will require ratification by Union Council.

They shall have the power to affiliate to an external organisation, provided that this is promulgated on Hullstudent.com and on official notice boards, stating the

name of the organisation and details of the subscription or fees to be paid. Members may object to a promulgated affiliation by lodging the objection with the President within the promulgation period; the affiliation will then be discussed at Union Council. (The Bye-laws will make clear which Standing Orders also need approval by the Board of Trustees.)

- (8) **Scrutiny of Principal Officers** There shall be 5 Zone Committees who will scrutinise the work of each Principal Officer associated with that area of responsibility and monitor regularly the financial performance against approved budget expenditure.
- (a) Governance Zone – the President;
 - (b) Community Zone - the Vice President Community;
 - (c) Education Zone -the Vice President Education;
 - (d) Welfare Zone -the Vice President Welfare;
 - (e) Sport Zone - the Vice President Sport.

The full remit and membership of these Zone Committees will be defined in the Byelaws.

In addition, all Principal Officer's Reports to Council, will be copied to the external trustees

(9) **Discipline and Removal from Office**

i) Members of the Union Executive Committee

- (a) **Code of Conduct** Members of the Union Executive Committee are bound by the Sabbatical Code of Conduct and will be subject to Disciplinary Action where their conduct or performance is deemed to be below the expected standard.
- (b) Disciplinary guidelines and removal from office are detailed in the Sabbatical Officer Code of Conduct. Sabbatical Officer Elects shall also be governed by the disciplinary procedure as outlined in the Sabbatical Code of Conduct.
- (c) **Vacant Posts** On the resignation, or removal from office, of an officer holding a post on the Union Executive Committee, the vacancy shall be filled as prescribed in the regulations.

ii) Members of UEC who are Trustees

Trustees may be removed from the Board of Trustees as described in the Bye Laws

- (10) **Complaints** Upon receipt of a written complaint from any person against a member of the Students' Union, the Committee shall decide whether the matter is to be reported to the Registrar for action under the University's Code of Discipline, or to be dealt with by the Students' Union in accordance with Standing Orders. Any disciplinary matter relating to the licensed areas within University House shall be referred to the Union Executive Disciplinary Panel. The Committee will be responsible for recommending to the holders of the Premises Licence suitable disciplinary action. The decision of the Licensees on these matters shall be final. The Committee shall further be responsible for ensuring that any member disciplined by Union Council complies with the decision of the Council and may, if necessary, report his/her non-compliance to the Registrar. Members of the Union Executive Committee shall be tied to and bound by the Sabbatical Code of Conduct.

Upon receipt of a written complaint from either any registered student of the University, claiming dissatisfaction in their dealings with the Students' Union or any of its constituent bodies, or from a student who has opted out of membership of the Students' Union claiming unfair disadvantage, the Committee shall refer the matter to Complaints Panel as described in the Complaints Procedure. If the complainant is dissatisfied with the decision of the Panel, the matter shall be referred to the University, in accordance with the Code of Practice. All complaints are to be dealt with promptly at each stage of the procedure, until the issue is resolved to the satisfaction of the complainant or the procedure is exhausted.

6. ELECTION OF OTHER OFFICERS AND STUDENT REPRESENTATIVES

- (1) **Standing Committees** Standing Committees may be formed by the Union Executive Committee and ratified by the Board of Trustees to deal with any matters they see fit. Election to these Committees will be detailed in the election regulations.
- (2) **Terms of Office** All positions as detailed in the regulations or as determined by the Union Executive Committee shall be elected by a ballot of the full membership and shall hold office from the Monday of week one of the first semester of the following academic year.

7. UNION COUNCIL

- (1) There shall be a Union Council whose members are elected for the academic year as detailed in the Bye-laws and Standing Orders.
- (2) The role of Council will be to:

- (a) Scrutinise the performance and conduct of elected Student Officers and the Union Executive Committee.
- (b) Recommend policy for referral to a referendum.
- (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.

(The role of Councillors in matters relating to d) and e) are detailed in the HUU Complaints Procedure)

Details regarding the conduct and frequency of meetings are detailed in the relevant Standing Order governing Union Council.

8. AMENDMENTS TO THE BYE LAWS

(1) **Procedure** The Bye Laws may be amended by resolution of the Union Executive Committee and ratified by the Board of Trustees, provided that:

- (a) the proposed amendment is published in full on Hullstudent.com for the membership to consider the proposed amendment;
- (b) that the proposed amendment has been published for a period no less than two weeks before the meeting;
- (c) if 25 full members object to the amendment, then the matter will be put to referendum as detailed in the regulations.

Annex

A. Pro-forma request form to be used in the calling of a Union General Meeting.

PWT/SEB
Draft 47th October 2008

Passed at HUU Council:
Passed at University Senate:
Passed at University Council: