



St Mary's
University
**Students'
Union**

The Bye Laws of St Mary's Students' Union

An Incorporated Association

(Charity number: 1173502)

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CONTENTS

Bye Law 1	Membership	page 3
Bye Law 2	Trustees	page 4
Bye Law 3	Sabbatical Officers	page 6
Bye Law 4	The Executive Committee	page 9
Bye Law 5	Student Members' Meeting	page
Bye Law 6	Students' Union Council	page
Bye Law 7	Elections	page 16
Bye Law 8	Referenda	page 20
Bye Law 9	Societies	page 23
Bye Law 10	Finances of the Union	page 26
Bye Law 11	Complaints Procedure	page 31
Bye Law 12	Amendments to the Constitution and Bye Laws	page 31

BYE LAW 1 – MEMBERSHIP

1. FULL MEMBERSHIP

- 1.1 The provisions for Full Membership shall be as specified in the Memorandum and Articles of Association.

2. ASSOCIATE MEMBERSHIP

- 2.1 Associate Membership may be granted to students at partner institutions, students of the Institute of Lifelong Learning, or occasional students, individuals attending the University on a regular basis for research or study, and other individuals in such numbers and on such conditions as may be determined by the Students' Union Executive Committee (or equivalent forum).
- 2.2 Associate Membership will be granted by the Students' Union Executive Committee.

3. HONORARY MEMBERSHIP

- 3.1 Honorary Membership of the Union is available for life or for a specified period as determined by the Officer Trustees (Sabbatical Officers) whom award the chosen members (maximum of two per Officer). Life membership should be awarded in recognition of outstanding service to students past and present. A list of Honorary Life Members will be kept on file in the Union Office. There will be no subscription for Honorary Life members.

4. GENERAL ARRANGEMENTS

- 4.1 Full membership shall be valid for the duration of registration as a student of the University. Other categories of membership shall be valid for such periods as are determined by the Students' Union Executive Committee (or equivalent forum).

5. OPT OUT AND REMOVAL

- 5.1 Each and every registered student who has not opted out by notifying St. Mary's University upon enrolling will automatically become members.
- 5.2 If a member wishes to opt out from the Union they can do so by notifying St Mary's University and the Students' Union in writing.
- 5.3 The removal of membership is applicable when a resolution is passed by a majority vote of the Students' Union Executive Committee (or equivalent forum) resolving that the member be expelled on the grounds that his or her continued membership is harmful to or is likely to be harmful to the interests of the Union or its members.

BYE LAW 2 – TRUSTEE BOARD

1. TRUSTEE BOARD COMPOSITION AND MEETING ARRANGEMENTS

- 1.1 The Officers, University-Nominated Trustee, External Trustees and Student Trustees shall form the Trustee Board, which shall be responsible for the financial and strategic management of the Union. The total membership of the Trustee Board shall not exceed 8 people.
- 1.2 The Board of Trustees shall meet at least four times during the academic year. At least seven working days' notice will be given before each meeting unless all the trustees agree to a shorter notice period or in the case of any urgent circumstances.

2. RESPONSIBILITIES OF THE TRUSTEE BOARD

- 2.1 The Trustee Board shall:
 - 2.2.1 Ensure that the Union operates in accordance with its aims and objectives.
 - 2.2.2 Ensure that strategic plans are in place, and regularly reviewed, to provide long-term direction for all Union services and activities.
 - 2.2.3 Annually review the Union's mission and values statement.
 - 2.2.4 Consider and approve annual departmental plans and budgets.
 - 2.2.5 Oversee the finances of the Union, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget.
 - 2.2.6 Consider and make decisions on capital expenditure.
 - 2.2.7 Approve the financial regulations of the Union.
 - 2.2.8 Ensure comprehensive research is undertaken to identify members' views on Union services and activities, and on the external environment, and to make recommendations accordingly.
 - 2.2.9 Oversee matters relating to the management of the Union buildings.
 - 2.2.10 Oversee Union staffing arrangements in accordance with Clause 5 below.
- 2.2 The Trustee Board shall be chaired by an officer trustee. The Board will appoint a Deputy-Chair at the first meeting of each year.

3. APPOINTMENT OF OFFICER TRUSTEES

- 3.1 Officer Trustees shall be elected by a cross campus election.

- 3.2 If an Officer-elect resigns before the start of the new academic year, the Union may enter into a cross campus ballot in accordance with Bye Law 7 and the Memorandum and Articles of Association. Should an Officer Trustee resign after the commencement of the new academic year, then all delegate powers will be given to the remaining Officer.

4. APPOINTMENT OF EXTERNAL TRUSTEES

- 4.1 External Trustees shall be selected on the basis of their skills, knowledge and experience in areas such as finance, campaigning, legal, human resources and/or knowledge of St Mary's University. Selection shall be made by the Appointments Committee.
- 4.2 External Trustees shall not have been registered students of St Mary's University or Union Officers for at least two years at the date of their appointment.
- 4.3 The Appointments Committee shall consist of 1 Officer, CEO and 1 External Trustee.
- 4.4 External Trustees shall be appointed for a one or two year term of office and may be reappointed for a second one or two year term of office. They shall not be appointed for any further terms.

5. APPOINTMENT OF STUDENT TRUSTEES

- 5.1 Student Trustees shall be selected by the Appointments Committee.
- 5.2 Each Student Trustee must be a student at the time of his or her appointment.
- 5.3 Student Trustees must be a Student for the duration of his or her term as Student Trustees.
- 5.4 Student Trustees shall remain in office for a term of 1 year. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of year start or end.
- 5.5 A Student Trustee may serve a maximum of 2 consecutive terms.

6. RESIGNATIONS AND REMOVAL OF OFFICE

- 6.1 A student, lay or sabbatical officer trustee may resign from any post by writing to the Trustee Board and to the Executive Committee.
- 6.2 Unless otherwise stated, Trustee resignations shall take effect from one month after the resignation letter is received and all entitlements of office shall be withdrawn.
- 6.3 Removal of duties or office
- 6.3.1 Any Officer may be removed from office, or may have specific responsibilities removed, by a resolution of the Executive Committee (or equivalent forum).

- 6.3.2 In the case of Officer Trustees, the resolution shall be submitted for a Referendum in accordance with Bye Law 6.
 - 6.3.3 Resolutions seeking to remove an Officer shall specify that there is no confidence in the person concerned. Resolutions seeking to remove specific duties shall specify those duties. The resolutions shall require a simple majority by Executive Committee (or equivalent forum) to be carried.
 - 6.3.4 If carried, the resolution shall take effect immediately.
 - 6.3.5 If a resolution of 'no-confidence' is carried, the vacancy may be filled should the resolution be passed before the commencement of the academic year. Should this occur after the commencement of the academic year, all delegate powers will be given to the remaining officer.
 - 6.3.6 Any person deemed to have resigned following a resolution of no-confidence shall be eligible to stand for re-election to complete her/his term of office.
- 6.4 Disciplinary of Officer Trustees
- 6.4.1 Should an Officer be found to have been found to have acted in a way which brings the Union into disrepute then the CEO shall bring together a disciplinary panel consisting of 2 Trustees, one member of St Mary's University Senior Management Team, a HR advisor and 2 Executive Committee members.
 - 6.4.2 The CEO should notify the panel and collate evidence within 10 days of the activity/incident occurring. The CEO will then act in an advisory capacity to the panel.
 - 6.4.3 The panel may enforce penalties such as fines, suspensions or advise the Executive Committee (or equivalent forum) to submit a resolution for Referendum in accordance with Bye Law 2.
 - 6.4.4 Further advice about Officer Trustees conduct can be found in the Code of Conduct document.

BYE LAW 3 – SABBATICAL OFFICERS

1. GENERAL ARRANGEMENTS – OFFICER TRUSTEES

- 1.1 Officer Trustees of the Union shall be the Education President and Student Life President.
- 1.2 The Officer Trustee period of office shall run for one year, with the addition of a handover period, where appropriate. Officer Trustees can hold office for a maximum of two terms, subject to successful election.
- 1.3 Immediately following their election, successful candidates shall be designated the 'Officer-elects'.
- 1.4 A review of the Union Officer posts and their roles and duties shall be carried out at least every three academic years by the Trustee Board.
- 1.5 The Presidents and the CEO shall ensure that any review includes adequate consultation with the Union's membership. In particular, any proposals to change the roles of the Officers shall be published 10 days prior to the meeting of the Executive Committee (or equivalent forum) at which they are to be considered.

2. GENERAL RESPONSIBILITIES OF THE OFFICERS

- 2.1 The Officers are responsible for the governance of the Union and the representation of students through consultation with the student body.
- 2.2. The Officers shall act in accordance with decisions taken by Referenda and the Executive Committee (or equivalent forum), and shall act in accordance with decisions taken by Forums and Committees on issues for which they have responsibility.
- 2.3 The Officers shall represent students on University bodies, sharing these responsibilities among themselves at the start of their year of office. They shall produce activity reports discussing information shared at University committee meetings which shall be presented to the relevant Union Committees.
- 2.4 The Officers shall represent students of the University to local and national bodies, organising campaigns in support of student interests.
- 2.5 Each Officer shall be responsible for ensuring that each Representative Committee for which they are responsible (if applicable) meets at least three times each semester. They shall ensure that notice is circulated for meetings, minutes are produced and Committees operate in accordance with the Bye Laws.
- 2.6 The Officers shall undertake additional responsibilities determined by the Executive Committee or by forums and committees on issues for which they have responsibility.

- 2.7 The Officers shall meet to prepare proposals on their individual and team objectives for the academic year, which shall be submitted, along with copies of each Officer's election manifesto at the first meeting of the Executive Committee.
- 2.8 The Officers shall publish reports on the implementation of their individual objectives to the Executive Committee and on the Union's website and/or social media.
- 2.9 The CEO will ensure that arrangements are made for the induction and training of incoming Union Officers, individually and as a team at the beginning of each academic year.

BYE LAW 4 – EXECUTIVE COMMITTEE (or equivalent forum)

1. REPRESENTATION

- 1.1 To represent the views of students within the University, locally and nationally.

2. FUNCTIONS

- 2.1 To oversee the work of the Union Full-Time Officers and Part-Time Officers and associated forums and committees and to instruct these groups and individuals to take action on issues.
- 2.2. Receive reports from the Board of Trustees, forums, councils and individual Union Officers.
- 2.3. To have the authority to represent the voice and views of students
- 2.4 To raise issues for discussion and agree action to be taken to amend them
- 2.5 To appoint a Deputy Returning Officer (SMSU representative) to run elections and referenda (normally via AGM).

3. MEMBERSHIP

- 3.1. Membership consists of all the following positions all of which will be elected by a cross campus ballot set out in Bye Law 5.
 - 3.1.1 Education President (Officer Trustee)
 - 3.1.2 Student Life President (Officer Trustee)
 - 3.1.3 International Vice-President
 - 3.1.4 Postgraduate Vice-President
 - 3.1.5 Inclusion Vice-President
 - 3.1.6 Wellbeing Vice-President
- 3.2 No member may hold more than one seat on the Executive Committee at any one time.
- 3.3 Members of the Executive Committee shall be elected into their role.
- 3.4 The Trustee Board will review all of the positions every 3 years and ensure the composition is reflective of the membership.
- 3.5 Any student can attend Executive Committee, but will not have voting rights.
- 3.6 At the request of the Executive Committee, any staff member or external party may attend.
- 3.7 Senior managers of SMSU may attend Executive Committee, but will not have voting rights.

4. MEMBERS RESPONSIBILITIES

- 4.1 Attend meetings of the Executive Committee (or equivalent forum).
- 4.2 Represent students from their representative group at the Executive Committee.
- 4.3 Inform the Union of issues affecting students from their representative group.
- 4.4 Attend relevant forum and committee meetings.

5. ARRANGEMENTS FOR MEETINGS

5.1 Chairing of Meetings

5.1.1 The Chair of Executive Committee (or equivalent forum) shall be taken by the relevant President (Officer), or another member appointed by the meeting.

5.1.2 The Chair shall:

- 5.1.2.1 Chair each Executive Committee meeting and ensure they are conducted in an appropriate manner
- 5.1.2.2 Uphold the remit of the Executive Committee, ensuring Officers are held to account
- 5.1.2.3 Ensure Executive Committee reports to the Student Members' Meeting and other meetings as appropriate
- 5.1.2.4 Liaise with staff in organising Executive Committee meeting dates

5.1.3 Quorum shall be 50% of the membership plus 1.

5.2 Organisation of meetings

5.2.1 A schedule of meetings and dates for the submission of business shall be agreed at the first meeting of the Executive Committee (or equivalent forum) and published for all Full Members via the SMSU website.

5.2.2 An emergency Executive Committee (or equivalent forum) meeting can be requested, in writing by a majority vote of the Trustee Board or petition from 5% of the student population. If requested, the Chair shall hold an extra-ordinary Executive Committee (or equivalent forum) meeting within 10 working days. Such a meeting will only discuss only that business for which it was called.

5.2.3 The Chair of Executive Committee (or equivalent forum) and a Senior Manager of the SU shall prepare an agenda, outlining the order and timing of business, which shall be agreed at the start of each meeting.

5.2.4 Any item submitted in writing to the Chair by any member of Executive Committee before the closing time for the submission of business shall be included on the agenda.

- 5.2.5 Executive Committee (or equivalent forum) shall normally meet at least three (3) times during the academic year.
- 5.2.6. A member of SU Staff shall attend and act as Minutes Secretary. Minutes will be taken and circulated to the members.
- 5.3. Voting
 - 5.3.1. Each member will have one vote and decisions shall be determined by simple majority vote.
 - 5.3.2. In the event of a hung vote, the Chair shall have the deciding vote.
- 5.4. Conduct
 - 5.4.1. All members shall conduct themselves with appropriate professionalism and respect for others.
 - 5.4.2. Members shall be expected to attend all meetings, but will notify the Chair in good time before the meeting, where this is not possible.
- 5.5. Reporting
 - 5.5.1. The Executive Committee will report to SU members via the Annual General Meetings.

BYE LAW 5 STUDENT MEMBERS MEETINGS

- 1.1 The Union must hold an annual Student Members Meeting once in each academic year. It must be held annually and no longer than 18 months after the previous Student Members'.
- 1.2 The annual Student Members' Meeting shall:
 - Ratify the minutes of the previous annual Student Members' meeting;
 - Receive the report of the Trustees on the Union's activities since the previous annual Student Members' Meeting;
 - Formally present the accounts of the Union to the members;
 - Approve affiliations of the Union;
 - Approve amendments to the Articles or Bye-Laws (if necessary);
 - Open questions to the Trustees by the Student members
- 1.3 Ten working days' notice should be given to all members before holding a Student Members' Meeting
- 1.4 The Student Members' Meeting will be chaired by the Chair of the Board of Trustees or a nominee.
- 1.5 Motions for consideration at a Student Members' Meeting must be submitted within five working days of the meeting. Members at a Student Members' Meeting may approve changes to the Bye-Laws by the passing of a resolution of at least 51% majority of those present and voting.

BYE LAW 6 STUDENTS' UNION COUNCIL

1. FUNCTIONS

- 1.1. The Students' Union Council (or equivalent forum) shall have the authority to;
- represent the voice of the students
 - propose and pass Union Policy
 - refer Policy to a Referendum of the Student Members or to the Student Members Meeting
 - debate current issues
 - hold to account Sabbatical Officers and Part-Time Officers
 - jointly, with the Trustee Board, make, amend and repeal the Byelaws

2. MEMBERSHIP

- 2.1 Any member of the Students' Union may attend the Students' Union Council meetings

3. ARRANGEMENTS

- 3.1 Students' Union Council meetings should occur a minimum of three times per academic year and five working days notice of a meeting held should be given to the membership.
- 3.2 If appropriate, thematic Students' Union Councils may be formed to hear petitions and hold discussions on relevant topics. Examples could include an Education Council; Student Life Council and EDI Council, but may be altered to reflect SMSU priorities.
- 3.3 The Students' Union Council shall be chaired by an Officer Trustee.

4. POLICY

- 3.1 Petitions can be created by any member of the Students' Union.
- 3.2 In order to be considered at a relevant Union Council, a petition must achieve 25 signatures within thirty days of its creation. Should a petition reach 125 signatures within seven days of its creation, an extraordinary Union Council should be called where the petition alone is discussed.
- 3.3 A vote on each petition shall be held at the next appropriate meeting of the Student's Union Council. Attendees may vote against, in favour or abstain from voting. Once passed, the petition will pass into Union policy and become the responsibility of the relevant Officer trustee to implement as so far as they are able.
- 3.4 The Trustee Board reserves the right to not adopt a petition or vote on the following grounds:
- 3.4.1 Financial considerations;
 - 3.4.2 Legal considerations; or

3.4.3 Matters of reputation

- 3.5 Policy cannot be passed if it contravenes an existing policy
- 3.6 Policy shall expire two years after its creation. At the first Students' Union Council (or equivalent forum) of the year, all previous policy shall be reviewed to determine relevance.
- 3.7 An up-to-date list of Students' Union policy will be held within the SU Offices.

BYE LAW 7 - ELECTIONS

1. GENERAL ARRANGEMENTS

- 1.1 The Returning Officer will be a representative from NUS.
- 1.2 The Deputy Returning Officer (DRO) shall be approved by the Trustee Board and AGM annually. The DRO shall be responsible for the good conduct and administration of all Union Elections and shall abide by the Election Regulations (document). They shall not be a full member of the Union.
- 1.3. Elections shall take place for the Officer Trustee roles, Part-Time Officer roles and the NUS Delegate roles.
- 1.4 The dates of elections and a copy of the election regulations shall be posted on the SMSU website at least ten (10) working days before the elections.

2. DUTIES OF THE DEPUTY RETURNING OFFICER

- 2.1 To decide any matter relating to the conduct of SMSU elections. This shall include the power to penalise, bar or exclude candidates from all elections in respect of any breach of election regulations and to postpone or nullify the result of an election in respect of any irregularity, in accordance with the Election Regulations.
- 2.2 To ensure that the election is conducted in accordance with this Bye Law and any other rules or regulations specified by the Executive Committee (or equivalent forum) and/or Trustee Board via the Elections Regulations (document).

3. WHO CAN STAND FOR ELECTION

- 3.1 All full members of the Union are eligible to stand for any Union Officer or NUS Delegate positions providing student status is held at the time of being nominated for election and that they have not been barred from standing.
- 3.2 If running for an Officer position, a candidate must meet the Charity Commissions requirements for being a Charity Trustee. Candidates must declare if they have previous convictions especially related to fraud.
- 3.3 Fulfil the requirements specific to the role.
- 3.4 Members shall not seek election for more than one Union Officer post during that specific election. They may however stand for a Union Officer post and a NUS Delegate post.

4. ELECTION TIMETABLE

4.1. Nominations

- 4.1.2 Role descriptions for each position and elections guidance will be available from the Union Offices and via the Union website.

- 4.1.3 Members can stand for election upon full completion of the nominations process
- 4.1.4 Candidates for Officer positions will be required to submit a Trustee Declaration stating that they are legally permitted to become a charity trustee and company director.

4.2 Campaigns Week

- 4.2.1 The Deputy Returning Officer will ensure rules and guidelines are updated in the elections handbook

4.3 Voting

- 4.3.2 The Deputy Returning Officer shall ensure that all full members of the Union have access to vote no matter their place of study or time of study.
- 4.3.3 All full members of the Union shall be able to vote for all available positions
- 4.3.4 Re-open nominations (RON) shall be a candidate in all Union elections.
- 4.3.5 Voting shall be by secret ballot.

5. VOTE COUNTING

- 5.1 The Returning Officer and Deputy Returning Officer may be assisted in the count by a number of individuals whom he/she appoints. The votes will be counted by the 'Alternative Vote' (AV) system or, in the case of roles with more than one positions the Single Transferable Vote (STV)
- 5.2 In the event of a draw, the votes shall be recounted until the Returning Officer is satisfied that both candidates have equal votes. If the result is a draw, a decision will be held that both candidates are seen as equally eligible to take up the position, and the winner will be decided by a coin toss. The Deputy Returning Officer shall inform both candidates of the toss, and ask the candidate whose surname comes first alphabetically to call the toss. The Deputy Returning Officer shall select one member of the vote counting team to be present during the toss.

6. DECLARATION OF RESULTS

- 6.1 Results of the elections shall be declared by the Deputy Returning Officer or nominee when the count for all posts has been completed and any complaint has been resolved to the satisfaction of the Returning Officer.
- 6.2 The Returning Officer (or their Deputy) should send a copy of the results to the Executive Committee (or equivalent forum) and Trustee Board.

7. COMPLAINTS

- 7.1 Any challenge or complaint concerning the administration and good conduct of the election will be heard and determined by the Returning Officer (or their Deputy) within forty-eight (48) working hours of such a complaint being lodged by any full member or a candidate or their nominee. Any complaint against the conduct or administration of the election should be received by the Returning Officer before the start of the count.
- 7.2 Any challenge or complaint during or following the count, must only relate to the conduct of the count, and be lodged with the Returning Officer (or their Deputy) who shall resolve the complaint within forty-eight (48) working hours of it being lodged.
- 7.3 In determining a resolution to the complaint, the Returning Officer after hearing all the appropriate evidence may not uphold the complaint; or may halt elections for any specified post(s) or disqualify any specified candidate(s) if, in their view, a candidate(s) has breached election regulations. The ruling of the Returning Officer on any complaint shall be final subject only to a successful challenge by the Board of Trustees.
- 7.4 In the case of a complaint, the Returning Officer may delegate their responsibility to the Deputy Returning Officer.

8. VACANCIES

- 8.1 In the event of the resignation, disqualification or removal of a Sabbatical Officer before the start of the academic year, a by-election shall be held to fill the vacancy provided there is sufficient time for a full election process to be completed. A final decision on holding by-elections will be at the discretion of the Returning Officer, or their Deputy. In the event of the resignation, disqualification or removal of a Sabbatical Officer after the start of the academic year, the elected post will remain vacant until the next scheduled election for Sabbaticals for the following academic year.
- 8.2 In the event of a By-Election, the Deputy Returning Officer will conduct it in accordance with the Bye Laws.
- 8.3 Members can complain formally by following the procedures set out in the Elections Regulations document.

BYE LAW 8 – REFERENDA

1. ORGANISATION OF REFERENDUM

- 1.1 The Deputy Returning Officer should be responsible for organising a referendum when instructed:
 - 1.1.1 By a secure petition a signed petition of 10% or 500 of Full Members (whichever is lower).
 - 1.1.2 By a majority vote of the Students' Union Executive Committee (or equivalent forum).
 - 1.1.3 By a resolution of the Trustees.
 - 1.1.4 In the case of a referendum called to remove an Officer Trustee or other elected officer, or to remove specific duties from an Officer Trustee or other elected officer, the decision of the Students' Union Executive Committee (or equivalent forum) shall require a two thirds majority of those present.
- 1.2 The Referendum shall not be held sooner than 10 days and not later than 20 days following the instruction of the Deputy Returning Officer.
- 1.3 The Returning Officer (or their Deputy) will be responsible for overseeing the good conduct and administration of the Referendum and will have the power to develop local rules and regulations as they deem appropriate.
- 1.4 For any question put to a Referendum, the two possible answers should be to the affirmative and to the negative.
- 1.5 In the case of any dispute regarding the wording of proposals, or if it deems necessary, the Students' Union Executive Committee (or equivalent forum) shall be empowered to revise the wording of proposals in order to ensure that those voting in referenda are presented with clear choices and decisions.

2. GENERAL ARRANGEMENTS

- 2.1 In the case of proposed amendments to the Memorandum and Articles of Association or Bye Laws the full wording of the amendments shall be clearly displayed adjacent to the Polling Station.
- 2.2 Prior to the Referendum, it shall be the responsibility of the Deputy Returning Officer to organise at least one meeting, open to all Full Members, to debate the proposal.
- 2.3 A minimum of 10% of Full Members shall be required to cast votes in the Referendum for the decision to be binding. Should the number of members voting not meet quorum, then the decision will be taken by a resolution of the Trustees.

3. CONDUCT OF THE REFERENDUM

- 3.1 The Referendum shall be conducted by means of a ballot open to all Full Members.
- 3.2 Polling shall be held on at least one day for at least 8 hours
- 3.3 The Returning Officer, or their Deputy, is the official charged to deal with complaints about the conduct and administration of the election.

BYE LAW 9 – SOCIETIES

1. GENERAL ARRANGEMENTS

- 1.1 Societies are required to fulfil ratification processes before conducting activities or receiving funding.
- 1.2 No Society may receive funds from the Union or use Union facilities without ratification.
- 1.3 No Society may be ratified if its objects conflict with those of the Union.

2. MONIES FOR SPORTS CLUBS AND SOCIETIES

- 2.1 The Union shall allocate a sum in the Union budget, which shall be for grant aid of ratified Societies in accordance with the Societies Grant Allocation Policy
- 2.2 To receive funding an eligible Society shall submit a grant proposal to the Union.
- 2.3 The Union shall allocate funds in accordance with the Societies Grant Allocation Policy
- 2.4 The Presidents must approve any request for expenditure of all Societies.

3. RESPONSIBILITIES OF SOCIETIES

- 3.1 No one from a Society may commit either the society or the Union to any expenditure without prior authorization through the Presidents and the Union's budgetary control systems.
- 3.2 The society shall be responsible for promoting itself during the Welcome period, including the booking of a table at societies fairs, to encourage new membership.
- 3.3 The society shall not hold its own bank account. All finances will be administered through the Union.
- 3.4 The President of a society shall be responsible for the smooth running of any activities and shall be responsible for convening of general meetings.
- 3.5 The Treasurer (or equivalent) shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the society allocation for that year. The Treasurer shall also ensure that an accurate list of all equipment purchased is kept and all equipment is returned to the Union at the end of the academic year.
- 3.6 The Treasurer shall also ensure that all income received by the Society is paid directly into the Union accounts.

- 3.7 No members of a recognised society shall receive any direct or indirect payment, other than legitimate expenses incurred in connection with the business of the society, except with the approval of the Presidents.
- 3.8 Failure to abide by these regulations and the Union Articles of Association may result in suspension of the Society by the SU Executive Committee (or equivalent forum)

BYE LAW 10 – FINANCES OF THE UNION

1. ACCOUNTS

- 1.1 The Union's financial year shall run from 01 August to 31 July and all committees and bodies of the Union shall maintain accounts for this period.
- 1.2 The Annual General Meeting (or equivalent forum) shall ratify the appointment of the Auditors, who shall be chartered or Incorporated Accountants, and shall not be Officers, members or employees of the Union.
- 1.3 All financial transactions shall be recorded in accordance with arrangements agreed with the Auditors.
- 1.4 The Auditors may attend the meeting of the Board of Trustees considering the accounts to comment or answer questions if necessary.

2. BUDGET

- 2.1 An annual budget for all activities of the Union and its companies shall be prepared by the Union Officers, CEO and Finance Team and submitted to the Trustee Board for approval before the start of the financial year. Any amendment to the budget subsequently made in accordance with the Bye Laws shall be submitted as soon as practicable to the Trustee Board for approval.
- 2.2 Periodic reports of income and expenditure compared with agreed budgets shall be prepared, and submitted at least quarterly to the Trustee Board.

3. GRANTS TO SOCIETIES AND OTHER BODIES

- 3.1 The Union may make grants to recognised Societies, and other bodies as agreed by the Trustee Board and/or Executive Committee (or equivalent forum).
- 3.2 Such grants shall only be made for activities consistent with the Aims and Objectives of the Union.

4. AUTHORISATION OF EXPENDITURE

- 4.1 Orders: Committees and Societies shall only order goods and services on a properly completed purchase order form which shall be signed by officials or staff authorised to do so under the Financial Regulations of the Union. Any person who places an order, except by this procedure, will be personally liable for any costs incurred by the Union in relation to the order.
- 4.2 Contracts: All contracts and agreements which involve financial undertakings must be signed by an Officer or the CEO.
- 4.3 Approval of expenditure: All expenditure shall be authorised by the Treasurer of the relevant Committee or body, and by the Officer or staff member responsible for the relevant budget.
- 4.4 Capital Expenditure: No commitment shall be made to capital transactions in excess of £5000 without consent of the Trustee Board. No commitment shall

be made to capital transactions in excess of £50,000 involving land or buildings without the prior approval of the University.

- 4.5 Guarantees and Indemnities: All guarantees and indemnities incurring contingent liabilities shall be approved by the Finance Team or authorised by the CEO, and shall only be so approved in the normal course of business.

5. RECEIPT OF MONIES

- 5.1 All monies received on behalf of the Union shall be paid into the Union accounts.
- 5.2 All monies shall be paid in full, together with unsold tickets and other relevant documentation to verify income. Expenses or payments shall not be deducted from monies, but shall be processed separately in accordance with this Bye-Law.

6. PAYMENTS TO MEMBERS

- 6.1 Officers shall approve arrangements for the payment of expenses to members.
- 6.2 No payments, other than such expenses as and wages paid in respect of employment within the Union, may be made directly or indirectly to any member.

BYE LAW 11 - COMPLAINTS PROCEDURE

1. COMPLAINTS

- 1.1 Any Full Member, or student eligible for Full Membership but who has exercised the right not to be a member in accordance with the Education Act 1994, shall be entitled to complain about unfair or unreasonable treatment by or within the physical space or activities of the Union.
- 1.2 Members should refer to the SMSU Complaints Procedure when making a complaint to or about the Union.

BYE LAW 12 - AMENDMENTS TO THE ARTICLES OF ASSOCIATION AND BYE LAWS

1. AMENDMENTS

- 1.1 The University Board of Governors shall be required to review the provisions of the Union's Memorandum and Articles of Association at intervals of no more than 5 years.
- 1.2 The approval of Trustee Board shall be required for any amendments to the Union's Memorandum and Articles of Association.
- 1.3 The Approval of the Executive Committee (or equivalent forum) and the Trustee Board shall be required for any amendments to the Union's Bye-Laws.