



Bylaws

Version 1.5 (approved at Annual Members' Consultation 2023)

Text [written in square brackets] will not take effect until academic year 2024/25, upon implementation of changes to the Officer team, as approved by the members in the above referendum.

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1 Changes to This Document

- 1.1 Any change can be made to the bylaws by a two thirds majority vote at an Annual Members' Meeting or via a referendum; any changes are subject to ratification by the Board of Trustees prior to the enactment of any changes. Rules and procedures relating to Annual Members' Meeting can be found in [Part Twelve](#) and those relating to referendums can be found in [Part Eleven](#).
- 1.2 Bylaws may be changed in accordance with Clause 1.1 or, where permitted by the Memorandum and Articles of Association and subject to Clause 1.3, may otherwise be changed upon the unanimous consent of the Board of Trustees. This process shall be called "Board Approval" and denoted by the acronym, "BA".
- 1.3 Where the end of heading includes the bracketed initials "BA", i.e. (BA), changes to all clauses listed under that heading may be enacted with the unanimous consent of the Board of Trustees in accordance with Clause 1.2.
- 1.4 The Board of Trustees shall be permitted to make minor revisions to the Bylaws that are immaterial to the content and spirit of the existing Bylaws, such as in the re-wording of clauses that may improve accessibility, revising in name only, or to correct out-dated references.
- 1.5 The Board of Trustees shall be responsible for defining transitional arrangements concerning any changes to these Bylaws, which shall ordinarily be delegated to the Senior Leadership Team.
- 1.6 If any dispute arises in relation to the interpretation of the Memorandum and Articles or Bylaws or if any conflict or contradiction between Bylaws exists, it shall be resolved by the Board of Trustees. This decision shall be final.
- 1.7 For the avoidance of doubt, clauses ending with "(BA)" shall not require the approval of the Members via an Annual Members Meeting or referendum.

2 Membership

2.1 Full Members

- 2.1.1 Full members are defined in part 10 of the Memorandum & Articles as:
 - 2.1.1.1 each and every student of the University of Bedfordshire who has not opted out by notifying the University of Bedfordshire or the Union of their wish not to be a member of the Union; and
 - 2.1.1.2 the Sabbatical Officers of the Union.
- 2.1.2 Full members of the Union are entitled to access all services of the Union and to stand or vote in any Union elections of the Union, provided they adhere to the Members' Code of Conduct.
 - 2.1.2.1 For the purposes of establishing eligibility to stand in an election (i.e. should a student be due to be awarded and thus exited during the elections period), a snapshot of the membership data will be taken at a point that maximises the cohorts eligible to stand and/or vote in the election. This may change from year to year. The rationale will be made available to the Trustees and University for interrogation and the date will be notified to members in the elections announcement, as per [Part 9](#).

2.2 Associate Members (BA)

- 2.2.1 The Union shall also have the right to award Associate Membership to UK students or UK staff of the University of Bedfordshire as part of an individual application or approved partnership agreement.
- 2.2.2 A fee may be chargeable to Associate Members for access to the services available to Associate Members which shall be made clear at the point of application.
- 2.2.3 Applications or Agreements to establish Associate Members shall require approval by both the Officer Committee and Senior Leadership Team, subject to Clause 2.2.4.
- 2.2.4 The Board of Trustees may change the process for establishing or approving Associate membership at any time.
- 2.2.5 Associate members shall not be considered Members for the purposes of the Memorandum and Articles or the Companies Act, and as such shall not have the right to stand or vote in any Union election.

2.3 Alumni Members (BA)

- 2.3.1 The Union shall also have the right to award Alumni Membership to former Full Members of Beds SU as part of an individual application or approved partnership agreement.
- 2.3.2 Former Full Members of Beds SU will be eligible to apply for Alumni

Membership for up to two years after their end date (as defined by the University of Bedfordshire).

- 2.3.3 Alumni Memberships will last for no more than one calendar year. Former Full Members who are still eligible when their Alumni Membership expires (i.e. within two years of their end date) may apply for additional terms as an Alumni member.
- 2.3.4 A fee may be chargeable to Alumni Members for access to the services available to Alumni Members which shall be made clear at the point of application.
- 2.3.5 Applications or Agreements to establish Alumni Members shall require approval by both the Officer Committee and Senior Leadership Team, subject to Clause 2.3.4.
- 2.3.6 The Board of Trustees may change the process for establishing or approving Alumni membership at any time.
- 2.3.7 Alumni members shall not be considered Members for the purposes of the Memorandum and Articles or the Companies Act, and as such shall not have the right to stand or vote in any Union election.

3 Trustee Board

3.1. Roles & Responsibilities

- 3.1.1. Matters pertaining to the governance and duties of the Trustee Board are outlined in the Memorandum and Articles. These Bylaws outline additional matters of process pertaining to the Board of Trustees.
- 3.1.2. The Board shall establish and maintain a 'Trustees Handbook', which would normally include necessary policies pertaining to the good governance practices of the Board. The Trustees Handbook must, at a minimum, include a Conflicts of Interest Policy, Confidentiality Policy, a copy of the Trustee Declaration and a trustee role description. The Secretary of the Board shall make the handbook available to any Ordinary Member on request.

3.2. Sub-Committees of Board

- 3.2.1. A Scheme of Delegation shall be a document that outlines the extent of Board delegation to sub-committees of the Board. The Scheme of delegation shall be reviewed by the Board annually.
- 3.2.2. The Board shall establish, maintain and publicise any sub-committees, which shall exist to support the Union in being well managed, well governed and fully compliant with relevant legislation.
- 3.2.3. There will be two permanent standing committees:
 - 3.2.3.1. Officer Officer Committee ([As Per Part Four](#).); and
 - 3.2.3.2. Appointments and Remuneration Committee (see below, 3.3).
- 3.2.4. Each of these sub committees shall have direct reporting responsibility to the Board.
- 3.2.5. Additional sub committees or working groups may be established from time-to- time under the direct oversight of the Board.
- 3.2.6. The Board shall be responsible for establishing terms of reference for sub-committees.
- 3.2.7. The Board shall make available to Members and the University their Scheme of Delegation and any approved Terms of Reference for sub-committees online or upon request.

3.3. Appointments and Remuneration Committee

- 3.3.1. The Appointments and Remuneration Committee may operate on behalf of, and the discretion of, the Board of Trustees with the following duties:
 - 3.3.1.1. the promotion, process, selection and appointment of the External Trustees and Student Trustees;
 - 3.3.1.2. the promotion, process, selection and appointment of the Chief

Executive Officer;

- 3.3.1.3. setting and reviewing the Chief Executive Officer's remuneration and terms and conditions of employment; and,
- 3.3.1.4. responsible for organising, facilitating and reviewing the annual appraisal system for the Chief Executive Officer.
- 3.3.2. The Appointments and Remuneration Committee will be limited to the explicit powers of the Memorandum and Articles.
- 3.3.3. The Appointments and Remuneration Committee shall collectively agree the processes in relation to their duties and collectively agree the business of their interactions at the discretion of the Board.
- 3.3.4. The Appointments and Remuneration Committee shall ensure appropriate records of meetings exist to document their decisions.
- 3.3.5. The Appointments and Remuneration Committee may appoint additional trustees, officers or advisors to support their activities, which shall be at the discretion of the Board, save that no member of Students' Union staff may take part in any decision of the Panel. Students' Union staff may advise the Board only.
- 3.3.6. The Appointments and Remuneration Committee shall report to the Board of Trustees and shall be bound by the Confidentiality Policy of the Board of Trustees.
- 3.3.7. The Membership of the Appointments and Remuneration Committee shall be:
 - 3.3.7.1. a Sabbatical Trustee;
 - 3.3.7.2. two[one] non-student Trustees; and
 - 3.3.7.3. one additional [] Trustee.
- 3.3.8. The Appointments and Remuneration Committee shall strive to promote diversity among its membership as far as is possible.

3.4. Appeals Panel for the Removal of Trustees

- 3.4.1. Where a trustee is removed from their position in accordance with the Memorandum and Articles, an "Appeals Panel" may be initiated to allow fair appeal.
- 3.4.2. The Appeals Panel is established in the following circumstances:
 - 3.4.2.1. on the submission of an Appeal from an External Trustee who has been removed by a resolution of the Trustees; or
 - 3.4.2.2. on the submission of an Appeal from a Student or Sabbatical Trustee who has been removed by a resolution of the Members; or
 - 3.4.2.3. on the instruction of a Board of Trustees resolution.
- 3.4.3. The purpose of the Appeals Panel is to scrutinise the process by which a trustee has been removed on the basis of:
 - 3.4.3.1. fairness to the Trustee;

- 3.4.3.2. risk to the Students' Union and legal, finance or governance implications of the decision; and
- 3.4.3.3. adherence with the Students' Union's rules and procedures.
- 3.4.4. The Appeals Panel shall consist of:
 - 3.4.4.1. One nominee of the Vice Chancellor of the University of Bedfordshire, who shall not be a Students' Union trustee;
 - 3.4.4.2. One External Trustee who shall not be the subject of the Appeal;
 - 3.4.4.3. One Students' Union staff member, appointed by the Appealing party.
 - 3.4.4.4. One invited stakeholder, appointed by the Panel, who may be:
 - 3.4.4.4.1. an employee of another students' union;
 - 3.4.4.4.2. a representative of a recognised trade union body;
 - 3.4.4.4.3. an employee or representative from the National Union of Students;
 - 3.4.4.4.4. a Legal or Human Resources professional (i.e. a person working in a Human Resources function) from an organisation that is not the Students' Union; or
 - 3.4.4.4.5. a recognised community representative who does not work for the Students' Union (e.g. Councillor, faith representative or similar).
- 3.4.5. The Students' Union may engage external partners to support any Appeal process who may attend, coordinate, chair and record meetings but shall not hold decision-making powers on the Panel.
- 3.4.6. The Students' Union will normally follow the current appeals process as stated in the Students' Union's disciplinary policy.
- 3.4.7. The business of the Appeals Panel may occur virtually in order to facilitate effective engagement from Panel members.

4. Officer Committee (BA)

4.1. Purpose

- 4.1.1. The Officer Committee is established as a sub-committee of the Board in order to assist the Board of Trustees in their oversight of the Students' Union.
- 4.1.2. The purpose of the Officer Committee meetings will be to serve as a vehicle for effective work on issues pertaining to students of the University of Bedfordshire and local stakeholders. It will carry out its purpose through:
 - 4.1.2.1. Carrying out delegated responsibilities from the Trustee Board;
 - 4.1.2.2. Devising and implementing priority campaigns;
 - 4.1.2.3. Holding each member of the Officer Committee to account;
 - 4.1.2.4. Debating and devising Union policy perspectives;
 - 4.1.2.5. Discussing policy implementation;
 - 4.1.2.6. Discussing and voting upon policies due to lapse;
 - 4.1.2.7. Reviewing and updating individual action points;
 - 4.1.2.8. Supporting one another.

4.2. Membership

- 4.2.1. The membership of the Committee shall be all Sabbatical Trustees [and part-time, remunerated Officer roles], who all have voting rights.
- 4.2.2. At the discretion of the Committee, other elected representatives of the Union may be invited to provide constituency-specific/wider context to agenda items (e.g. campus-level representatives); the Chair may confer speaking rights to any person in attendance for a particular meeting.
- 4.2.3. At the discretion of the Committee, students may be invited as observers; the Chair may confer speaking rights to any person in attendance for a particular meeting.

4.3. Chair

- 4.3.1. The Chair of the Committee will be arranged at the first meeting of the Committee's term of office but will normally operate on a rotating basis between the elected members.
 - 4.3.1.1. By agreement of the full Committee, an SU staff member may be installed as Chair who is not permitted voting rights.
- 4.3.2. The Vice-Chair of the Committee will operate on a rotating basis between the other elected members.

4.4. Meeting Arrangements

- 4.4.1. The meeting will only be open to the members specified above, with the addition

of the Chief Executive Officer, who shall attend meetings and shall have speaking rights only. Other relevant staff may also attend when invited and shall have speaking rights only.

- 4.4.2. The Committee will meet a minimum of once per month, usually fortnightly during term time.
- 4.4.3. No business can take place at the Committee meeting unless 50% plus one of all voting members are present.
- 4.4.4. All votes shall require a simple majority to pass.
- 4.4.5. In the event of a tied vote, the vote will be deferred to SLT, who have the discretion to refer the vote to a student forum.
- 4.4.6. The Committee shall establish an agenda annually and make the agenda available to Members, trustees and staff in the Students' Union.
- 4.4.7. The Committee may also request the addition of 'Reserved Business' to any standard agenda to discuss confidential matters. Details of these matters will not necessarily be made available to the membership.

4.5.Accountability

- 4.5.1. Reports from each member of the Committee will be submitted to the Scrutiny Committee every month and made available to all members to provide them with an opportunity to hold their elected Officers to account and receive updates on their progress.
 - 4.5.1.1. What constitutes a report shall be established annually in consultation with the Committee at the start of their term of office. This will normally include a requirement for multiple formats to ensure reports are accessible to the majority of members.
- 4.5.2. Any Full Member of the Union may submit questions to their elected representatives to be answered in this forum.
- 4.5.3. At the request of Scrutiny Committee, the Officer Committee shall take part in an additional, public "Question the Officers" session to provide every Union member with an opportunity to hold them to account and receive updates on their progress.
 - 4.5.3.1. "Question the Officers" will offer the provision for online collaboration to ensure that all members have the opportunity to engage with Beds SU's democratic process.

4.6.Sanction of Elected Students

- 4.6.1. Sanctions (formerly known as 'censure') may be applied to an elected representative as expression of severe disapproval against an individual for their conduct or behaviour.
- 4.6.2. Should an elected representative be sanctioned three times, the representative will be required to attend a formal meeting with two non-student trustees to discuss and agree a plan for improving their conduct or behaviour.
- 4.6.3. Elected Officers can be disciplined via votes of sanction and votes of no confidence raised by full members of the Union. The process for a vote of no

confidence is outlined in the Memorandum and Articles.

- 4.6.4. All instances of sanction of an elected Officer must be reported to the Board of Trustees, Officer Committee and Senior Leadership Team.
- 4.6.5. A sanction may be communicated using different names from time to time to assist the understanding of the membership, on agreement of the Officer Committee and Senior Leadership Team.
- 4.6.6. There shall be two types of sanction:
 - 4.6.6.1. Automatic sanction;
 - 4.6.6.2. Sanction of an elected Officer by Scrutiny Committee or other constituted democratic forum.
- 4.6.7. There shall be no means by which a vote of censure is decided by referendum.
- 4.6.8. Automatic sanctions are applied when:
 - 4.6.8.1. Any elected Officer is absent from two successive scheduled meetings of the Officer Committee within the period of a Term without reasonable apologies being given (including appropriate notification through the relevant HR systems, in line with terms and conditions of employment); absence at subsequent meetings in the Term shall incur further automatic sanction.
 - 4.6.8.2. Any elected Officer is absent from scheduled "Question the Officers" sessions, policy consultations or fails to vote during Scrutiny Committee for two meetings within an academic year without reasonable apologies (including appropriate notification through the relevant HR systems, in line with terms and conditions of employment); absence at subsequent meetings in the academic year shall incur further automatic sanction.
 - 4.6.8.3. Any elected Officer who is required to either submit a report or is mandated to submit a report and fails to do so at the relevant meeting, without due reason, shall receive an automatic sanction.
 - 4.6.8.4. See 4.5.1.1 above in regards accountability reports.
- 4.6.9. Appeals against an automatic sanction will be considered by the Scrutiny Committee [\(as per section 10\)](#) at its next scheduled meeting.
- 4.6.10. Sanction of an elected Officer by Scrutiny Committee or other constituted democratic forum are applied following a motion passing with a simple majority vote.
- 4.6.11. As a democratic expression of the voice of our members, a sanction received by vote may not be appealed.
- 4.6.12. The Board of Trustees may overturn any sanction deemed to impede the trustees' proper governance and stewardship of the Students' Union as defined in the Memorandum and Articles.
- 4.6.13. Records of sanctions shall apply only for the elected year of office in which it was given (i.e. it will expire once the individual's term of office ends and will not continue into any additional term of office).
- 4.6.14. Terms of sanctions (as laid out in section 4.6) should be reviewed annually by Trustees to ensure currency and fairness is maintained.

5. Officer Trustee Job Descriptions 2023/24

[job descriptions for the new-look team from 2024/25 will be developed in consultation with elected representatives and Trustees throughout 2023/24]

5.1. Officer Trustee Responsibilities (BA)

5.1.1. All Officer Trustees shall jointly:

- 5.1.1.1. Provide leadership and vision for Beds SU, initiating and developing strategy, vision, policy and campaigns, and advancing changes within the student experience and internally within the Students' Union;
- 5.1.1.2. Uphold and promote the principles of inclusiveness, equality and diversity at all times;
- 5.1.1.3. Be a public representative for Members by representing, defending and promoting their interests;
- 5.1.1.4. At all times adhere to Union policies and procedures;
- 5.1.1.5. Behave and represent the Union in a positive manner throughout their time in office;
- 5.1.1.6. Evidence the voice of their respective membership to support identified issues;
- 5.1.1.7. Liaise with the Senior Leadership Team of the Union;
- 5.1.1.8. Act as a Trustee and sit on the Board of Trustees;
- 5.1.1.9. Be a member of the Beds SU Officer Committee and support their elected colleagues;
- 5.1.1.10. Attend and promote Scrutiny Committee and student elections;
- 5.1.1.11. Maintain and uphold the democratic ethos of the Students' Union; and
- 5.1.1.12. Report publicly to Members and work towards agreed plans and goals.

5.2. Co-Presidents

5.2.1. There will be one Co-President position reserved for members who identify as women, and one reserved for members who identify as men/non-binary.

5.2.2. The Co-Presidents shall:

- 5.2.2.1. Chair meetings of the Officer Committee;
- 5.2.2.2. Chair the Union's Annual Members' Meeting, where required;
- 5.2.2.3. Act as Chair to the Board of Trustees and/or relevant sub-committees;
- 5.2.2.4. Provide a student perspective at the University Board of Governors;
- 5.2.2.5. Act as the primary Beds SU spokesperson and figurehead to members, the University and external stakeholders;
- 5.2.2.6. Lead and co-ordinate the elected Officer team, ensuring that duties are evenly distributed and completed as required;
- 5.2.2.7. Lead on representing student views on matters relating to non- academic

- student wellbeing (e.g. university accommodation, housing, finance, safety);
- 5.2.2.8. Work closely with the Union's advice function to identify trends in welfare issues (such as housing and accommodation) affecting students.
- 5.2.2.9. Work closely with the Union's advice function to identify trends in academic issues affecting students.
- 5.2.2.10. Lead the development of Beds SU educational policy and initiatives, working closely with the appropriate Union staff team to ensure implementation;
- 5.2.2.11. Take the lead on Beds SU input into all educational, academic and teaching and learning matters within the University, the University's approved Study Centres, and partner colleges;
- 5.2.2.12. Act as a champion for the recruitment, development and support of Beds SU Academic Representatives;
- 5.2.2.13. Liaise with Beds SU Academic Representatives and provide the primary link between such representatives and the University;
- 5.2.2.14. Develop and support projects that provide opportunities for students to enhance their academic studies and graduate employability.

5.3. Co-Vice Presidents of Campus Experience & Equality

- 5.3.1. There will be one Co-Vice President position reserved for members who identify as women, and one reserved for members who identify as men/non-binary.
- 5.3.2. The Co-Vice Presidents of Campus Experience & Equality shall:
 - 5.3.2.1. Work closely with the Union's advice function to identify trends in equality, diversity and inclusion issues affecting students, be they due to protected characteristics or geographical location;
 - 5.3.2.2. Ensure that all Beds SU democratic processes are understandable, accessible and appropriate to the diverse student body, including giving consideration to diverse geographical locations.
 - 5.3.2.3. Develop positive community relations and promote students within those communities, maintain strong links with community partners and take the lead role on representing students on community forums and other community groups;
 - 5.3.2.4. Act as a champion for the recruitment, development and support of the Union's Liberation Networks;
 - 5.3.2.5. Act as a champion for the recruitment, development and support of the Union's part-time Campus Representatives;
 - 5.3.2.6. Lead the development of Beds SU equality, diversity and inclusion policy and initiatives, working closely with the appropriate Union staff team to ensure implementation;
 - 5.3.2.7. Work with the Union's Liberation Networks and Campus Representatives to campaign for the removal of barriers to equality, diversity and inclusion throughout the student experience.
 - 5.3.2.8. Act as a champion for the creation, development and support of

employability enhancing opportunities within the Union (for example, societies, volunteering and non-academic professional development opportunities);

- 5.3.2.9. Ensure that all Beds SU democratic processes are understandable, accessible and appropriate for student led groups;
- 5.3.2.10. Lead on Beds SU's development and support of student led fundraising activities for external charities;
- 5.3.2.11. Develop and support projects that provide opportunities for students to enhance their graduate employability;
- 5.3.2.12. Liaise with elected representatives and members engaging with the Union through Beds SU social opportunities and provide the primary link between such representatives, the Union, the University and external stakeholders;
- 5.3.2.13. Lead the development of Beds SU's recognition of extra- curricular activity, working closely with the appropriate Union staff team to ensure implementation.
- 5.3.2.14. Champion and support the promotion of participation in sports and partnership sporting events such as Varsity, working with the University to develop sporting opportunities across all campuses and experience levels;
- 5.3.2.15. Work closely with the Union's advice function to identify trends in equality, diversity and inclusion issues affecting students in their extra-curricular activities.

6. Campus Representatives (BA)

6.1. Purpose

- 6.1.1. Campus Representatives shall volunteer on a part-time, basis alongside their studies to ensure that their campus experience is represented across the Union.
 - 6.1.1.1. As volunteers, reasonable expenses shall be covered by the Union.
 - 6.1.1.2. Reps may additionally be remunerated from time to time by various bodies and/or for specific tasks, however this is not guaranteed.
- 6.1.2. Campuses requiring a Campus Representative will be agreed before the commencement of nominations for the appropriate elections, by resolution of the Officer Committee and Senior Leadership Team, giving consideration for feedback from role-holders and members.
 - 6.1.2.1. Campus may be collectivised to enhance or support their effective representation.
 - 6.1.2.2. Other concentrations of UoB students, may request a campus representative in stating their case in writing to the Beds SU Officer Committee.
- 6.1.3. The working title of Campus Representatives may be varied from time to time by resolution of the Officer Committee and Senior Leadership Team.

6.2. Job Description

- 6.2.1. Campus Representatives shall:
 - 6.2.1.1. Liaise with the Officer Committee to identify key location-based issues from their respective student body and relay the voice of members from their campus to the Officer team;
 - 6.2.1.2. Provide input into the vision for Beds SU, driving and developing strategy, policy, campaigns and innovation, with a focus on the impact to members on their home campus;
 - 6.2.1.3. Attend & help facilitate termly campus forums to gather feedback from members on the campus;
 - 6.2.1.4. Hold termly meetings for reps on the campus;
 - 6.2.1.5. Evidence the voice of their respective membership to support identified issues;
 - 6.2.1.6. Promote Beds SU feedback methods to students from their campus and where necessarily report feedback to Beds SU through their designated methods;
 - 6.2.1.7. Uphold and promote the principles of inclusiveness, equality and diversity at all times;
 - 6.2.1.8. Help to communicate the goals of the Union to members on their campus as well as supporting Union campaigns;
 - 6.2.1.9. Present termly reports to Scrutiny Committee and maintain written report

- with updates to provide transparency for students;
- 6.2.1.10. Be a member of the Beds SU Scrutiny Committee holding elected colleagues to account;;
 - 6.2.1.11. Where applicable attend termly University committees for the campus;
 - 6.2.1.12. At all times maintain the democratic principles of Beds SU.
 - 6.2.1.13. At all times adhere to Union policies and procedures;
 - 6.2.1.14. Behave and represent the Union in a positive manner throughout their time in office;

6.3.Election

- 6.3.1. The positions to be elected shall be reviewed annually to ensure that each of the University of Bedfordshire's campuses has adequate representation in place, as per 6.1.2.
- 6.3.2. The elections for Campus Representatives will ordinarily occur online as part of a regular annual elections event.
 - 6.3.2.1. Election of the roles outside of ordinary election events involving other representative roles of the Students' Union require the consent of the Senior Leadership Team.
 - 6.3.2.2. In the event of multiple failed elections, the matter will be referred to Scrutiny Committee for consultation, who will have discretion over any temporary arrangements.
- 6.3.3. Only students based upon the campus(es) to which the role relates may nominate themselves to be Campus Representatives or vote for their Campus Representatives.
- 6.3.4. Successfully elected members will hold office for one year, ordinarily starting on 1st July after their election. There is no limit to the number of terms an eligible member may serve for, subject to annual re-election.

7. Liberation Networks

7.1. Purpose

- 7.1.1. The purpose of Liberation Networks is to represent the diverse characteristics of the Membership and exist to advance the representation of student communities that are widely acknowledged to experience or have experienced oppression, exclusion or disadvantage. They will lead and seek change within the University, the Union and the wider student experience for those that they represent.
- 7.1.2. Liberation Networks will be led by student Members who must be elected from their Network membership.
 - 7.1.2.1. In the event of multiple failed elections, the matter will be referred to Scrutiny Committee for consultation, who will propose alternative or temporary arrangements to the members of the Network.
 - 7.1.2.2. Collective decision-making will seek to engage a minimum of 50% of Network members, requiring a simple majority to pass a proposal for alternative or temporary arrangements.
- 7.1.3. The Liberation Networks will be listed here and displayed on the Union website^{**}:
 - 7.1.3.1. Black, Asian and Minority Ethnic (BAME) Students' Network;
 - 7.1.3.2. Lesbian, Gay, Bisexual, Trans*, Plus (LGBT+) Student's Network; and,
 - 7.1.3.3. Students with Disabilities Network.

^{**} *This list will be revised as and when Networks change without the need for formal revision to the Bylaws.*
- 7.1.4. The Liberation Networks shall be politically autonomous groups that are responsible for the formation of policy and the carrying out of the policy work of the Union that has been entrusted to them by the Annual Members' Meeting and that is of concern to their constituent members.
- 7.1.5. Liberation Networks shall be subject to the powers of the Annual Members' Meeting and the Trustee Board (as laid out in the Memorandum and Articles).
- 7.1.6. Liberation Networks shall be encouraged to annually identify at least one issue or topic, referred to as a "Priority Campaign", that the Network will work towards with the aim of achieving a positive change within the University, the Union and/or the wider student experience for those that they represent.
- 7.1.7. Liberation Networks may organise social activities for their Network members.
- 7.1.8. Activities and decisions of the Liberation Networks shall be ratified regularly by the Officer Committee and may be overridden if they consider that it:
 - 7.1.8.1. has or may have any financial implications for the Union;
 - 7.1.8.2. is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirements (including ultra vires);
 - 7.1.8.3. is not or may not be in the best interests of the Union or all or any of its charitable objects; or
 - 7.1.8.4. will or may otherwise affect the discharge of any or all of the responsibilities of the Trustee Board referred to in the Memorandum &

Articles of Association.

- 7.1.9. The Liberation Networks shall report back to the Scrutiny (through the Chairs of the Networks) and the Annual Members' Meeting in order to update the wider membership of their policy work progression.
- 7.1.10. Beds SU shall provide administrative support to Liberation Networks, as per other areas of Union work (e.g. access to room and equipment bookings).
- 7.1.11. The working title of Liberation Networks may be varied from time to time with agreement of the Officer Committee and Senior Leadership Team.

7.2. Establishment, Formation and Cessation (BA)

- 7.2.1. A Liberation Network can be established by a successful motion to the Annual Members' Meeting or a referendum.
- 7.2.2. A Liberation Network must have a written constitution approved by the Officer Committee that, at a minimum, provides for:
 - 7.2.2.1. the Network's name and purpose, which must be consistent with Beds SU's charitable objects;
 - 7.2.2.2. procedures for Network Members to meet, hold Network officers to account and set policy/make decisions on behalf of Network members;
 - 7.2.2.3. a minimum of two leadership positions to lead the Network;
 - 7.2.2.4. the election and resignation of leadership positions, including the Chair, which shall mimic the election procedures of the Students' Union Officer;
 - 7.2.2.5. the removal of an elected leader;
 - 7.2.2.6. procedures for meetings, decision-taking, voting, and quorum;
 - 7.2.2.7. provision for the handling of complaints; and
 - 7.2.2.8. procedure for amending the constitution.
- 7.2.3. Should any Liberation Network become dormant and/or receive insufficient involvement from members to function, by mutual agreement of the Officer Committee and Senior Leadership Team alternative arrangements may be put in place for the Liberation Network to function, which shall last until a subsequent election event.
- 7.2.4. Liberation Networks may establish single-issue sub-groups, for example to tackle specific issues or bring together a sub-section of their membership with shared experiences. These sub-groups will also be bound by this Chapter, the Network's constitution and any other applicable Union policies.
- 7.2.5. A resolution of the Officer Team may establish a Code of Practice for the management of Liberation Networks.
- 7.2.6. A Liberation Network may be dissolved by a two-thirds majority motion of Union Parliament. Any successful motion shall be subject to the ratification by Board.
- 7.2.7. Liberation Networks shall be able to disaggregate into new, separate Liberation Networks with a single motion to Scrutiny Committee that dissolves the existing Network and establishes any new Networks. The motion must be taken as a single motion; these motions cannot be taken in part.

7.3. Network Membership

- 7.3.1. Liberation Networks must be open to all, or a defined group of, Ordinary Members of the Students' Union in accordance with the Liberation Network constitution.
- 7.3.2. Self-definition will only be based upon Beds SU records; members are able to self-define through the Beds SU website independently of the University records.
- 7.3.3. A Liberation Network shall have the right to award Associate Membership to any Ordinary Member who wishes to identify as a member of a Liberation Network without publicly noting their identification.
- 7.3.4. Liberation Network Associate Members shall not be considered Network members for the purposes of the Liberation Network constitution, and as such shall not have the right to stand or vote in any Network election.
- 7.3.5. Students who have chosen to self-define through the Beds SU website will automatically be a member of a Liberation Network, unless they have chosen to opt out.
- 7.3.6. The process for Liberation Network Associate membership must be detailed in the Liberation Network constitution and must have explicit approval of the Senior Leadership Team.
 - 7.3.6.1. Students wishing to identify as a member of a Liberation Network without publicly noting their identification may be adopted as a full Network member at the discretion of the Chair in accordance with processes set by the Senior Leadership Team.
- 7.3.7. Ordinary Members of the Students' Union may attend Liberation Network meetings and events at the discretion of the Chair. A resolution of a meeting of the Network members shall override Chair discretion.

7.4. Chair

- 7.4.1. The Chair of each Liberation Network will be democratically elected by members of their own Network on an annual basis.
- 7.4.2. Only members of a Liberation Network, as above in 7.3, may nominate themselves as Chair of the Network.
- 7.4.3. The elections for Liberation Network committee positions (including Chair) will ordinarily occur as part of a regular annual online elections event of the Students' Union. Election of the roles outside of ordinary election events involving other representative roles of the Students' Union require the consent of the Senior Leadership Team.
- 7.4.4. The Vice Chair shall be appointed from the Membership at the start of each meeting and shall act as secretary for the duration, taking notes of the meeting.
- 7.4.5. In the absence of elected student leadership in any Liberation Network, Beds SU will ensure feedback mechanisms are in place for Network members to continue to feed into Union policy and campaigns, amplifying minority voices.
 - 7.4.5.1. This will ordinarily be no less than one facilitated Forum per term.

7.5. Meeting Arrangements (BA)

- 7.5.1. The Network shall meet a minimum of once per term.
- 7.5.2. No business can take place until at least 3 members are present.
- 7.5.3. Relevant Union staff may also attend at the discretion of the Chair, and shall have speaking rights only.
- 7.5.4. All votes shall require a simple majority to pass.
- 7.5.5. In the event of a tied vote, the Chair shall hold the casting vote.
- 7.5.6. The meeting format may occur as the Chair sees fit, save that the following items must be explicitly noted:
 - 7.5.6.1. Approval of the agenda for the meeting
 - 7.5.6.2. Notes from the previous meeting and any matters arising
 - 7.5.6.3. Chair's report and questions
 - 7.5.6.4. Priority Campaign Update and Planning
 - 7.5.6.5. Any Other Business
 - 7.5.6.6. Date and time of next meeting
- 7.5.7. Liberation Networks may choose to implement a Safe Space Protocol for their meetings, which must be approved by the Senior Leadership Team.
- 7.5.8. Save for Network members elected or appointed to the Network committee, Network members have the right not to be photographed, filmed, or recorded at a Network meeting.

8. Democratic Policy Formation¹

8.1. Democratic Policy formation (BA)

- 8.1.1. The working title of democratic policy/the process contained herein may be varied from time to time by resolution of the Officer Committee and Senior Leadership Team.

Submission procedure

- 8.1.2. Any Full Member of the Union may submit policy proposals to the Union. These policy proposals can include anything which could help to improve the student experience during their time as a member of Beds SU, establish an ideal scenario that members would like the Union to pursue, or set a political stance or position of the Students' Union on a particular matter pertaining to students.
- 8.1.3. Policy proposals, whether formed by an individual or a group, should be submitted following the guidance supplied on the Beds SU website which is open to all members.
- 8.1.4. The Senior Leadership Team have delegated authority on behalf of the trustees' powers in clause 8.5.4 to intervene in any proposal by the following means:
- 8.1.4.1. to defer the proposal's publication to members or discussion by Scrutiny Committee to a subsequent meeting;
 - 8.1.4.2. to liaise with the proposer in order to explain any governance issue or suggest changes that would improve the proposal; and/or
 - 8.1.4.3. to refer the proposal to the trustees prior to it being proposed to Scrutiny Committee.
- 8.1.5. The Board of Trustees can prevent the discussion and debate of any proposal or overturn any agreed proposal that contravenes, or risks contravention of, the charity's powers in law or the trustees' duty of prudence, or the proper governance of the Students' Union in accordance with its Memorandum and Articles or laws and regulations pertaining to the Students' Union.

Consultation phase

- 8.1.6. Policy proposals, once submitted, are made available to the wider membership for feedback, allowing all Full Members the ability to comment upon, suggest amendments and debate upon the political aims and objectives of the organisation during the consultation phase.
- 8.1.6.1. This consultation phase will normally last no fewer than 7 calendar days, although this may be varied from time to time (e.g. in order to respond swiftly to a student issue) by resolution of the Officer Committee and Senior Leadership Team.
 - 8.1.6.2. Member consultation will normally include a requirement for multiple
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formats to ensure this process is accessible to the majority of members.

- 8.1.7. In the event of a policy submission requiring further liaison around suggested changes (e.g. to develop amendments) or if a potential conflict is identified with known student interests, a live facilitated consultation event may be held to encourage wider discussion and debate amongst the membership.
 - 8.1.7.1. Scrutiny Committee may also request that policy have a live consultation event alongside the “on-demand” consultation.
 - 8.1.7.2. Any vote taken in such a setting will be indicative (i.e. seeking evidence of consensus in the room) and will not affect the final outcome of whether the policy is passed or not.
- 8.1.8. In the event of an abundance of policies for development, Officer Committee shall propose which to prioritise, for approval by the Scrutiny Committee.

Policy votes

- 8.1.9. Policies – including any relevant amendments - will be subject to an all member vote.
- 8.1.10. No votes will be binding unless at least 1% of the student body has voted, based upon the student member figure captured each term (such is commonly referred to as “quorum”).
- 8.1.11. Votes will be open for at least 7 calendar days.
- 8.1.12. Votes will pass with a simple majority vote in favour, except those where existing rules require otherwise, such as votes regarding changes to the governing documents which shall require a two thirds majority, as laid out in [1. Changes to This Document](#).
- 8.1.13. The outcome of the policy vote shall ordinarily be notified to the proposer and publicised to the wider membership after Scrutiny Committee has ratified the outcome of the vote.
 - 8.1.13.1. The policy shall be further ratified by the Trustee Board, having given consideration to the criteria at 8.4.5.
- 8.1.14. Policy proposals that are successfully accepted by the membership shall be considered Union policy for 2 years or until enacted, whichever is the shorter.

Policy lapse

- 8.1.15. When a policy comes to lapse, it shall be considered at Officer Committee who shall decide whether to:
 - 8.1.15.1. Allow the policy to lapse; or
 - 8.1.15.2. Refer the policy back to the membership for amendment/renewal at the next Scrutiny Committee.

9. Elections (BA)

9.1. Purpose

- 9.1.1. These rules are to be used for the Union's elections when electing Paid Officers, or NUS Delegates. All other elections are subject to elections rules outlined in their individual regulatory documents.
- 9.1.2. Elections for Paid Officers and NUS Delegates will be carried out via secret online ballots.
- 9.1.3. The Returning Officer will be nominated by the senior leadership team, this will ordinarily be the National Union of Students. They shall work independently of the Union and provide an external decision when rulings are appealed.
- 9.1.4. The Election Regulations can be amended by the Returning Officer in liaison with the Officer Committee, if it is deemed necessary.
- 9.1.5. A member of the Union's staff will be appointed the Deputy Returning Officer and shall have oversight of the operational running of the elections. They will assist the Returning Officer in advising and ruling on all elections-related matters.
 - 9.1.5.1. The DRO shall appoint appropriate Union staff to manage the operational running of the elections and day-to-day support of candidates/Scrutiny Committee.
- 9.1.6. The Returning Officer's decision is final.

9.2. Election Rules

- 9.2.1. The Elections Rules and Regulations must be decided at least 7 calendar days before nominations open and will be published on the Beds SU website with a link adjacent to the notice of elections.
 - 9.2.1.1. All candidates will receive a copy of the Union's Election Rules and Regulations and will sign to confirm that they have received them.
- 9.2.2. The Union will publicise a formal notice of an election no later than 7 calendar days prior to the opening of nominations.
- 9.2.3. The notice of elections shall include:
 - 9.2.3.1. Date and time of nominations opening and closing;
 - 9.2.3.2. Procedure for nomination;
 - 9.2.3.3. Date and location of hustings;
 - 9.2.3.4. Election Rules and Regulations;
 - 9.2.3.5. Date and time of the opening and closing of voting;
 - 9.2.3.6. Date and time of the election results announcement;
 - 9.2.3.7. Contact details for elections queries.
- 9.2.4. Nominations shall be open for no fewer than 6 working days.
- 9.2.5. Members eligible to stand for election (as detailed in the Memorandum and

Articles and Part Two: Membership) must complete the nomination process (as laid out in the notice of elections), before the close of nominations. This nomination will normally include:

- 9.2.5.1. Their full name (as on their University records);
- 9.2.5.2. The name that they wish to have displayed upon the ballot paper;
- 9.2.5.3. The required information for voters (set out by Beds SU annually)
- 9.2.6. Any member who is eligible to stand for election may only stand for one position in any one category in any given election (e.g. one Sabbatical Officer position, one part-time Officer position).
- 9.2.7. Voting shall be open for no fewer than 6 working days.

9.3. Breaches of Rules

- 9.3.1. All suspected rule breaches must be formally submitted to the Scrutiny Committee using the process outlined in the election's rules and regulations, no later than 24 hours after the incident has occurred or the concern has been realised.
 - 9.3.1.1. Complaints may also refer to a procedural failing on the part of Beds SU (i.e. where a candidate has evidence that the Union's processes have not been followed/applied correctly).
- 9.3.2. For a complaint to be considered, clear evidence must be provided and attached, which warrants the Scrutiny Committee to make a judgement. Acceptable forms of evidence are, but not limited to:
 - 9.3.2.1. Photographs and videos;
 - 9.3.2.2. Screenshots of webpages;
 - 9.3.2.3. Copies of emails;
 - 9.3.2.4. Staff witnesses (who are considered neutral).
- 9.3.3. The Scrutiny Committee will be responsible for communicating with all parties involved in disputes.
- 9.3.4. Communication shall be via the candidate's University email.
- 9.3.5. The Scrutiny Committee will respond to the complaint with a decision on potential punishment within 2 working days of the complaint being received.
 - 9.3.5.1. In complex cases, such as those requiring additional investigation these timelines may be extended.
 - 9.3.5.2. In the absence of a quorum for Scrutiny Committee or in case of a conflict of interest arising, complaints may be escalated directly to the Deputy Returning Officer.
- 9.3.6. The Scrutiny Committee reserves the right to seek advice from or delegate the decision to the Deputy Returning Officer, who in turn reserves the right to seek advice from or delegate the decision to the appointed Returning Officer.
- 9.3.7. For issues of gross misconduct concerning candidates and/or their campaign team, the Students' Union reserves the right to use the Beds SU 'Code of Conduct' guidelines in addition to the Election Rules. The University of Bedfordshire's student behavioural policies shall remain applicable throughout

and in some circumstances, actions may jeopardise student status within the institution.

- 9.3.8. The final deadline for receiving complaints will be one hour after the close of voting.
- 9.3.9. The calculation of the election results will not normally take place until all complaints (and any subsequent appeals) have been resolved by the Scrutiny Committee.

9.4. Appeals Process

- 9.4.1. Candidates may appeal a penalty or decision made against them or their campaign team to the Returning Officer team. Candidates must submit appeals using the process outlined in the Elections Rules and Regulations, no later than 24 hours after the outcome of the complaint has been shared. The appeal will be submitted to the Returning Officer team on behalf of the candidate.
- 9.4.2. In the first instance, the appeal will be heard by the Deputy Returning Officer who will review the decision of the Scrutiny Committee and provide a decision within 1 working day.
 - 9.4.2.1. In complex cases, such as those requiring additional investigation these timelines may be extended.
- 9.4.3. If the Deputy Returning Officer reaches the decision that the complaint should be upheld, they can either agree with the original decision of the Scrutiny Committee or decide to increase or decrease the original penalty imposed.
- 9.4.4. The final stage of appeal lies with the Returning Officer. The Returning Officer will hear any complaint made against a candidate, their supporters, or the Union, and will take action if they feel a rule has been broken.
- 9.4.5. If the Returning Officer reaches the decision that the complaint should be upheld, they can either agree with the original decision or decide to increase or decrease the original penalty imposed.
- 9.4.6. If a candidate submits an appeal to a punishment levied by the Scrutiny Committee, the punishment in question is suspended until the outcome of the appeal is given.
 - 9.4.6.1. In the event that the Returning Officer rejects the Appeal and chooses to uphold the Scrutiny Committee's punishment (or increase the severity of said punishment), and there is insufficient time to carry out the punishment, the candidate will be excluded from the election.
- 9.4.7. The Scrutiny Committee will inform the candidate of the Returning Officer's ruling within 24 hours of the ruling being taken.
- 9.4.8. The Returning Officer's ruling is final.

9.5. Election Results

- 9.5.1. The election results will be calculated within 3 working days of the close of voting, subject to the following:
 - 9.5.1.1. Calculation of the voting takes place within the presence of the Returning Officer and/or Deputy Returning Officer and a member of Union Staff (who

is deemed neutral). Any counting of votes without the aforementioned present will invalidate that result, and a recount shall take place;

9.5.1.2. All complaints being settled as per the above;

9.5.1.3. Death of a candidate (which will delay announcement as a mark of respect) or other emergency situation - candidates will be notified of a new timeline as soon as is practicable.

9.5.2. The results will be announced by members of the Elections team, and will ordinarily take place within 2 working days after the counting of the elections has finished.

10. Scrutiny Committee² (BA)

10.1. Purpose

- 10.1.1. As a student-led and democratic organisation, it is important to Beds SU to engage student members on a variety of levels. Scrutiny Committee is the democratic, agenda-setting body of the Students' Union which determines the collective views and policies of Beds SU members, holding Beds SU - through its elected Officers - to account on progress against this agenda. The Scrutiny Committee ensures that members are involved in the development and monitoring of democratic processes, the resolution of democratic disputes.
- 10.1.2. The Scrutiny Committee shall have the following core responsibilities (further details at 10.5 below):
 - 10.1.2.1. Officer accountability, receiving and scrutinising reports to ensure that elected representatives continue to act in the student interest;
 - 10.1.2.2. oversee and ratify democratic policy developed by/with members;
 - 10.1.2.3. Oversee and scrutinise elections and consider complaints received;
 - 10.1.2.4. Oversee Annual Members' Meeting/Extraordinary Members' Meetings (where required);
 - 10.1.2.5. Receive appeals from Elected Officers in receipt of automatic sanctions;
 - 10.1.2.6. contribute to the Union's understanding of the student interest (be a student expert);
 - 10.1.2.7. make, repeal and amend the bylaws jointly with the Trustees on matters of the management of the Union and its working practice (in accordance with the Memorandum and Articles of Association).
- 10.1.3. Scrutiny Committee may be communicated using different names from time to time to assist the understanding of the membership, on agreement of the Officer Committee and Senior Leadership Team

10.2. Composition

- 10.2.1. A Scrutiny Committee of 20 Full Members will be elected/appointed (see below for role-specific details) at the beginning of the academic year, and shall be comprised of the following members:
 - 10.2.1.1. A maximum of 6 paid Officers of the Students' Union;;
 - 10.2.1.2. A maximum of 6 campus representatives; Scrutiny Committee,
 - 10.2.1.3. A maximum of 4 NUS Delegates;
 - 10.2.1.3.1. This number will be updated annually in accordance with the Delegate Entitlement released by NUS.
 - 10.2.1.4. with remaining places appointed to ordinary members of the Students' Union, with special consideration given to missing demographics in the elected positions above to improve the representativeness of Scrutiny

² Reference to "Union Council" in the Memorandum and Articles shall refer to Scrutiny Committee.

Committee as much as is possible.

10.2.1.5. may be referred directly to the Trustee Board, where needed.

10.2.2. Up to three staff members, nominated by the Chief Executive, may attend to advise the committee, guide and record proceedings and act on their behalf in coordinating or influencing the democratic affairs of the Union.

10.2.3. Any full member of Beds SU may request to attend and/or submit questions to Scrutiny Committee, subject to capacity and at the discretion of the Chair.

10.2.4. Any full member of Beds SU may request a copy of the minutes of a Scrutiny Committee meeting.

10.2.4.1. This may extend to written responses submitted from members in lieu of a meeting (depending on communications methods agreed).

10.2.5. At the request of the Vice Chancellor of the University of Bedfordshire, a University staff member attend as observer in support of the University's duties in the Education Act 1994.

10.3. Removal of Scrutiny Committee Members

10.3.1. A member of the Scrutiny Committee may be removed via a Vote of No Confidence from any voting member of the Scrutiny in order to be enacted.

10.3.2. A Vote of No Confidence in a member of the Scrutiny Committee can be triggered when one or a combination of the following occurs:

10.3.2.1. If that member leaks information to a candidate and/or campaigners about any decisions being made which give that candidate and/or campaigners an unfair advantage;

10.3.2.2. If a voting member of the committee fails to turn up to three successive meetings/respond to three consecutive agreed correspondence points without giving a reasonable apology.

10.3.3. In the case of a Vote of No Confidence against a member of the Scrutiny Committee, at least one member of Students' Union staff or the Returning Officer must be present to observe the vote. The member upon whom the Vote of No Confidence has been called against has a right to defend themselves to the committee before the vote is taken.

10.3.4. The committee member upon whom the Vote of No Confidence has been called against must be informed by the Chair of the Scrutiny Committee at least 24 hours before the vote is to be taken, informing them of the reasons why the Vote of No Confidence has been called against them.

10.3.5. If the Chair of the Scrutiny Committee has had a Vote of No Confidence called against them for the reasons detailed in section 10.3.2 or due to a lack of confidence in their ability to successfully chair a meeting of the Scrutiny Committee, then using the methods outlined in section 10.3 a Vote of No Confidence can be called against the chair.

10.3.6. In this instance, the Deputy Returning Officers or Returning Officer will be informed by a member of the Scrutiny Committee (not the Chair) that a Vote of No Confidence in the Chair is due to take place, who will subsequently inform the Chair of the Scrutiny Committee 24 hours before the Vote is due to take place, informing them of the reasons why the Vote of No Confidence has been called

against them.

- 10.3.7. In the instance of a Vote of No Confidence being passed against a voting member of the Scrutiny Committee or the Chair, an appeal can be lodged to the Deputy Returning Officers or Returning Officer within 24 hours. In this instance, the Deputy Returning Officers or Returning Officer will make a ruling within 1 working day of receiving the appeal, and whose decision will be final.

10.4. Meeting Arrangements

- 10.4.1. The Scrutiny Committee shall meet monthly during term-time but no less than 6 times in each academic year.
- 10.4.1.1. Arrangements will be made to support attendance by the most members possible, including utilisation of online collaboration tools, and payment of reasonable volunteer expenses for additional costs incurred in order to attend meetings.
- 10.4.2. No votes will be binding unless a minimum of 10 members are present, with at least one member from each of the categories outlined above (such is commonly referred to as "quorum").
- 10.4.2.1. In the event of a conflict of interest arising for a member of the Committee over the course of the year that requires them to step down reducing numbers to a point that makes quorum difficult to achieve, additional members may be sought to serve a partial term.
- 10.4.2.1.1. The Committee may agree to exclude a member for just one particular set of elections (as opposed to complete removal), provided they are content that no unfair advantage has been gained from their place on the Committee.
- 10.4.3. Votes will pass with a simple majority vote in favour, except those where existing rules require otherwise, such as votes regarding changes to the governing documents which shall require a two thirds majority, as laid out in [1. Changes to This Document](#).
- 10.4.3.1. In the event of Scrutiny Committee not achieving quoracy, items for voting may be referred to the Officer Committee for ratification.
- 10.4.4. Officer Committee may not use this mechanism to accept/ratify their own reports or appeals of automatic sanctions: such issues
- 10.4.5. Chair and Vice-Chair will be appointed at the first meeting of Scrutiny Committee each year.
- 10.4.5.1. One of either Chair or Vice-Chair must not be a paid Officer of the Union to provide neutrality when the committee is undertaking Officer accountability tasks.

10.5. Responsibilities

- 10.5.1. In the event of Scrutiny Committee not meeting quorum or not being recruited to, the committee/person in brackets denotes where the responsibility will be deferred to.

Officer Accountability(Trustee Board)

10.5.2. Scrutiny Committee will:

- 10.5.2.1. receive and interrogate updates from elected representatives of Beds SU;
- 10.5.2.2. champion engagement with Officer accountability amongst the wider student body and ensure that satisfactory consideration is given to questions submitted by ordinary members of the Union;
- 10.5.2.3. support Officers to prioritise the needs of the membership where there is an abundance of need);
- 10.5.2.4. consider and apply sanctions for Officers in line with the by-laws, where required.

Elections Oversight (DRO)

10.5.3. Scrutiny Committee will:

- 10.5.3.1. ratify the timetables and regulations of the election;
- 10.5.3.2. interrogate plans for the procedure and running of hustings within the period of the election;
- 10.5.3.3. act as the body responsible for the consideration of official complaints;
- 10.5.3.4. commission an investigation and, if required, reprimand candidates where a complaint has been submitted;
- 10.5.3.5. open investigation into any form of election irregularity, even if a complaint has not been received in advance;
- 10.5.3.6. produce rulings to provide clarifications to the elections rules and help the Committee to articulate their interpretation of the rules in that given year;
- 10.5.3.7. actively promote the election process, both before and during the elections, as well as acting in a neutral manner to raise election turnout and engagement;
- 10.5.3.8. ensuring candidates have equal representation as far as reasonably possible.

Annual/Extraordinary Members' Meeting oversight (Exec)

10.5.4. Scrutiny Committee will:

- 10.5.4.1. consider the proposed scheduling and interrogate accessibility arrangements for the meeting;
- 10.5.4.2. hold the "casting vote" in the event of a tied vote (i.e. break the deadlock).

Appeals of automatic sanctions (SLT)

10.5.5. Scrutiny Committee will:

- 10.5.5.1. act as the body responsible for the consideration of appeals against automatic sanctions acquired by elected Officers.

Policy creation/monitoring (Officer Committee)

10.5.6. Scrutiny Committee will:

- 10.5.6.1. ensure that democratic processes are being adhered to and consensus being captured in proposed amendments (SLT or nominee);
- 10.5.6.2. champion all-student votes amongst the student body;
- 10.5.6.3. hold the “casting vote” in the event of a tied vote (i.e. break the deadlock);
- 10.5.6.4. ratify the result of the all-student vote (Trustees);
- 10.5.6.5. approve proposed prioritisation in the event of an abundance of policies (Officer Committee);
- 10.5.6.6. receive updates on and scrutinise progress made against these policies.

Act as “Union Council”

10.5.7. Scrutiny Committee will:

- 10.5.7.1. make, repeal and amend the bylaws jointly with the Trustees on matters of the management of the Union and its working practice (in accordance with the Memorandum and Articles of Association)

11. Referendums

11.1. Purpose

- 11.1.1. A referendum is the principle or practice of referring measures proposed by members or the Board of Trustees to vote of the electorate for approval or rejection.
- 11.1.2. Referendum questions must be formulated in a neutral, non-leading format and answerable by a simple 'yes' or 'no' response.
- 11.1.3. Policy approved by any referendum has the primacy to override any decisions taken at any other democratic forums.
- 11.1.4. All proposals which involve a Union-wide disaffiliation will be decided by a referendum.
- 11.1.5. All referendums that pass are subject to ratification by the Board of Trustees, who reserve the right to overturn the result of a referendum.

11.2. Procedure (BA)

- 11.2.1. A referendum may be called on an issue via the following methods:
 - 11.2.1.1. A resolution of the Trustees;
 - 11.2.1.2. By a majority vote of Scrutiny Committee;
 - 11.2.1.3. By a secure Online Petition signed by at least 100 Members.
- 11.2.2. Once a referendum has been called via any method listed above, the referendum must be voted upon within 14 days of its submission.
- 11.2.3. Any referendum to be voted upon will be conducted using an online secret ballot.
- 11.2.4. A resolution may only be passed by a Referendum if at least 1000 student members or 10% of the Membership (whichever is the smallest number) cast a vote in the Referendum and 66% plus 1 of the votes cast are in favour of the resolution.

12. Annual Members' Meeting (BA)

12.1. Purpose

- 12.1.1. The Union shall hold an Annual Members' Meeting ("AMM") once in each Academic Year in such a time and place as the Trustees think suitable to allow the maximum number of Members to take part, in accordance with the Memorandum and Articles of Association. Consideration should be given to the role of technology in maximising the number of members who are able to take part.
 - 12.1.1.1. For the avoidance of doubt, this meeting shall not be a general meeting of the Union for the purposes of the Companies Act.
 - 12.1.1.2. The Annual Members' Meeting provides an opportunity for the members and partners of the Union to receive copies of the Union's accounts, review information about the Union's activities for the past year, and ask any questions about the direction of the Union for the future.
 - 12.1.1.3. The Union shall follow Charity Commission recommendations for the running of an Annual Meeting wherever practicable.

12.2. Membership

- 12.2.1. All Full Members of the Union (as defined in 2.1) shall be eligible to attend and vote at the Annual Members' Meeting.
- 12.2.2. All Associate Members of the Union (as defined in 2.2) shall be entitled attend the Annual Members' Meeting with speaking rights only.
- 12.2.3. Appropriate Union staff may also attend with speaking rights only to support the administration of the Meeting.

12.3. Meeting Arrangements

- 12.3.1. The Annual Members' Meeting shall be announced no later than 10 working days before the meeting is to be held.
- 12.3.2. The announcement of the Annual Members' Meeting shall be notified to all members of Beds SU and shall include, as a minimum:
 - 12.3.2.1. the date and time of the meeting;
 - 12.3.2.2. the venue (which the Trustees should be satisfied is accessible to all members);
 - 12.3.2.3. the details of the business to be considered (i.e. the annual reports to be received in line with charity law, any alterations to this document); and
 - 12.3.2.4. an invitation to propose motions/submit questions for the Trustees.
- 12.3.3. The Annual Members' Meetings shall offer the provision for online collaboration.
- 12.3.4. As per the Memorandum & Articles of Association, the agenda for the meeting should include:
 - 12.3.4.1. ratification of minutes of the previous Annual Members' Meeting;

- 12.3.4.2. receiving the report of the Trustees on the Union's activities since the previous Annual Members' Meeting;
- 12.3.4.3. formally presenting the accounts of the Union;
- 12.3.4.4. approving the list of affiliations of the Union;
- 12.3.4.5. open questions to the Trustees by the Student Members.
- 12.3.5. No business can take place at the Annual Members' Meeting unless 50 members eligible to vote are present.
- 12.3.6. If - meeting physically - this quorum is not achieved within 30 minutes of the advertised start of the meeting, the meeting shall be postponed.
- 12.3.7. All votes shall require a simple majority to pass, except those regarding changes to the governing documents which shall require a two thirds majority, as laid out in Part One: Changes to This Document.
- 12.3.8. In the event of a tied vote, the Scrutiny Group (or nominee) shall hold the casting vote.

13. Extraordinary Members Meetings (BA)

13.1. Purpose

- 13.1.1. The Trustees shall have the ability to call an Extraordinary Members Meeting (EMM) as required for the consideration of non-recurring business requiring the approval of all members before the next scheduled Annual Members' Meeting (i.e. alterations of the governing documents).
- 13.1.2. The Members shall also have the ability to call an Extraordinary Members Meeting as required for the consideration of a non-recurring issue, following the submission of a secure online petition of not less than 5% of those eligible to vote at such a meeting.
- 13.1.3. Where these Bylaws confer authority on the resolution of an Annual Members Meeting, the same authority shall be conferred to an Extraordinary Members Meeting, subject to limitations expressed in these Bylaws.

13.2. Membership

- 13.2.1. All Full Members of the Union (as defined in 2.1) shall be eligible to attend and vote at an Extraordinary Members Meeting.
- 13.2.2. All Associate Members of the Union (as defined in 2.2) shall be entitled attend an Extraordinary Members Meeting with speaking rights only.
- 13.2.3. Appropriate Union staff may also attend with speaking rights only to support the administration of the Extraordinary Members Meeting.

13.3. Chair

- 13.3.1. The Chair and Vice Chair of any Extraordinary Members Meeting shall be nominated by the individuals/body calling the meeting and accepted by the membership at the beginning of the meeting, providing members present with an opportunity to suggest alternatives.

13.4. Meeting Arrangements

- 13.4.1. The Extraordinary Members Meeting shall be announced no later than 10 working days before the meeting is to be held.
 - 13.4.1.1. In the instance that an Extraordinary Members Meeting is called by a petition of the members, the meeting should be facilitated within 30 working days of the petition being submitted, during University term time.
- 13.4.2. The announcement of the Extraordinary Members Meeting shall be notified to all members of Beds SU and shall include, as a minimum:
 - 13.4.2.1. the date and time of the meeting;
 - 13.4.2.2. the venue (which the Trustees should be satisfied is accessible to all members); and
 - 13.4.2.3. the details of the business to be considered.

- 13.4.3. The Extraordinary Members Meeting shall offer the provision for online collaboration.
- 13.4.4. No business can take place at the Extraordinary Members Meeting unless 50 members eligible to vote are present.
 - 13.4.4.1. If this quorum is not achieved within 30 minutes of the advertised start of the meeting, the meeting shall be postponed.
- 13.4.5. All votes shall require a simple majority to pass, except those regarding changes to the governing documents which shall require a two thirds majority, as laid out in Part One: Changes to This Document.
- 13.4.6. In the event of a tied vote the Chair shall hold the casting vote.
- 13.4.7. The Union shall follow Charity Commission recommendations for the running of an Extraordinary Members Meeting wherever practicable.

14. Definitions (BA)

To be completed once approved by Members (e.g. to include:

- Officer Team
- 'UoB'
- Senior Leadership Team – who what how
- Annual Members Meeting (shall include Extraordinary meetings)
- Sub-committees
- Memorandum and Articles
- Safe Space
- Chair)