

BYE-LAW 1 – Interpretation

1. Definition

1.1. Terms defined in the Memorandum and Articles of Association shall have the same meaning within these Bye-laws unless otherwise defined in this Bye-law.

1.2. In these Bye-laws, the following terms shall have the following meanings

	Term	Meaning
1.2.1	“Alternative Transferable Voting System”	Voting procedure used for single seat elections. Voters rank candidates in order of preference. If no candidate achieves quota, the candidate with the least amount of votes is eliminated and his/her votes are redistributed to the second preferences. This process continues until one candidate achieves quota.
1.2.2	“Allocations Procedure”	Means by which Ideas and Guild Policy are allocated to the relevant forum for consideration.
1.2.3	“All Student Meeting”	A meeting in which all Full Members and Guild Officers are able to attend, discuss and vote on issues submitted through the Members' Democratic Process.
1.2.4	“All Student Vote”	A vote of all Full Members on issues when the All Student Meeting is unable to reach a consensus by a two thirds majority.
1.2.5	“Associations”	Collective bodies of defined groups of Full Members whose interests are deemed to need promoting.
1.2.6	“Appeals Committee”	The Committee convened to hear the appeal of a Trustee who has been removed from office by the Trustee Board.

1.2.7	“Appointments Panel”	Sub-committee of the Trustee Board which oversees the appointments of the Trustee Board and the Chief Executive Officer.
1.2.8	“Audit and Risk Committee”	Sub-committee of the Trustee Board which ensures that the Guild meets its statutory and legal requirements and oversees the management of risk within the Guild.
1.2.9	“Chair of All Student Meeting”	Elected by cross campus ballot to act as the presiding officer during All Student Meetings and oversee the Allocations Procedure.
1.2.10	“Corporate Member”	The University of Birmingham.
1.2.11	“Cross Campus Ballot”	Ballot of the entire Full Membership.
1.2.12	“Decision Making Committees”	Committees with authority as set out in Byelaw 6 which make up part of the Members' Democratic Process.
1.2.13	“Discipline”	The good and proper conduct of Members and their guests in accordance with Guild Policy.
1.2.14	“Discipline Committee”	A committee for imposition of discipline of the membership, as specified in the Guild Policy Documents.
1.2.15	“Membership Disciplinary Policy”	The Discipline Policy as specified in the Guild Policy Documents.
1.2.16	“External Membership”	Members who have requested to join the Guild who are not registered students at the University of Birmingham.
1.2.17	“Fact Finding Commission”	Bodies commissioned by the Guild Officer Group to research and gain insight into issues of interest, producing a report and recommendations.

1.2.18	“Finance Committee”	Sub-committee of the Trustee Board to oversee the Financial aspects of the Guild.
1.2.19	“Full Member”	All registered students of the University of Birmingham who have not opted out, and all Full-Time Officers.
1.2.20	“Full-Time Officer”	Full Member of the Guild of Students elected on a full-time basis to be a Guild Officer, as defined in Bye-Law 7. Full-Time Officers are required to take a leave of absence from their studies at University. (Also known as “Sabbatical Officer”.)
1.2.21	“Full-Time Officer Group”	Committee of the Full-Time Officers
1.2.22	“Guild Committees”	Committees which report to and act on matters referred by the Trustee Board and/or the Full Members through the Guild's democratic processes.
1.2.23	“Guild Officer”	The Full-Time and Part-Time Officers of the Guild elected by the Full Membership in a Cross Campus election, as defined in Bye-Law 7.
1.2.24	“Guild Officer Group”	Comprised of the Full-Time and Part-Time Officers to provide political leadership to the Guild.
1.2.25	“Guild Policy”	Policies of the Guild ratified by resolutions of the Trustee Board, which may be initiated and framed by the Members' Democratic Process, Guild Committees and the decisions of Referendums.
1.2.26	“Student Group”	A body of Full Members formally recognised by the Guild.

1.2.27	“Honorary Life Membership”	Life Membership of the Guild bestowed by Nominations Committee.
1.2.28	“HR Committee”	Sub-committee of the Trustee Board to oversee the HR aspects of the Guild.
1.2.29	“Idea”	A proposal put forward by a Full Member for consideration through the Members' Democratic Process.
1.2.30	“International Student”	A student who is classified as an international fee payer by the University of Birmingham, or is from within the European Union but not from the UK.
1.2.31	“Liberation Officer”	Full Member of the Guild of Students elected to be a Guild Officer while continuing their studies at the University, as defined in Bye-Law 7.
1.2.32	“Members' Democratic Process”	The process through which Full Members can influence and direct the work of the Guild, and hold Officers of the Guild to account for their work in accordance with Article 95 and as detailed in Bye-Law 5.
1.2.33	MedSoc	The University of Birmingham Medical Society.
1.2.34	“MedSoc Executive”	The body responsible for representing all Full Members involved in MedSoc activities
1.2.35	“Nominations Committee”	The Committee responsible for bestowing Honorary Life Membership.
1.2.36	“NUS”	National Union of Students of the United Kingdom.

1.2.37	"NUS Delegate"	A Full Member of the Guild who has been duly elected to represent the Guild at an NUS conference.
1.2.38	'NUS Observers'	Observers appointed by national student organisations, who may speak at the invitation of the NUS Conference on matters directly affecting the organisation which appointed them.
1.2.39	"Officer Code of Conduct"	Guild policy document outlining the proper conduct of Guild Officers.
1.2.40	"Officer Discipline Policy"	The discipline procedure for Guild Officers as specified in the Guild Policy Documents.
1.2.41	"Officer Life Membership"	Life membership of the Guild granted to all Full-Time and Part-Time Officers at the end of their term.
1.2.42	"Officials of Guild Committees"	Full Members holding elected positions on Guild Committees.
1.2.43	"Opt-out"	Written confirmation to the President of the Guild that a Full Member no longer wants to be a Full Member of the Guild for that Academic Year.
1.2.44	"Part-Time Officer"	Full Member of the Guild of Students elected to be a Guild Officer while continuing their studies at the University of Birmingham, as defined in Bye-Law 7.
1.2.45	"Postgraduate Student"	Full Member of the Guild registered on a postgraduate programme of study, as determined by the University of Birmingham.

1.2.46	"Quota"	The number of votes required by any candidate to win a seat in an election in the Guild. Determined by dividing the number of valid votes cast in the election by the number of seats in the election plus one, and then adding one to the achieved total.
1.2.47	"Reserved Business"	Discussions and decisions relating to: <ul style="list-style-type: none"> a) the personal affairs of Members b) Employees c) Decisions and appeals from Discipline Committees d) Commercially sensitive information e) Situations where the presence of interested parties or observers may compromise the impartial judgment of the committee members.
1.2.48	"Returning Officer"	The person responsible for holding an election and ensuring that it is run in a fair, open and honest way, as defined in Bye-Law 7.
1.2.49	"Sabbatical Officer"	A student of the University of Birmingham elected to be a full-time Officer of the Guild and who is required to take a leave of absence from his or her studies at the University of Birmingham during his or her term in office. (Also known as "Full-Time Officer").
1.2.50	"Scrutiny Panel"	A group of Full Members who review Officer progress and hold Officers to account.
1.2.51	"Single Transferable Voting System"	Voting procedure used for multi-seat elections. Voters rank candidates in order of preference. If a candidate achieves quota, his/her surplus votes are transferred

		to the second preferences. If no candidate has achieved quota the candidate with the lowest number of votes is eliminated from the election and his/her votes are redistributed based on second preferences. This process continues until all seats in the election are filled.
1.2.52	“Student Forum”	Commissioned by the Guild Officer Group to gain additional student feedback on Guild Services.
1.2.53	“Students’ Association Dubai”	The body responsible for representing Full Members of the University of Birmingham Dubai Campus.
1.2.54	“University School”	Academic area of study within a College as defined by the University of Birmingham.
1.2.55	“Vacation”	Period between the end of the Summer term and the commencement of the Autumn term in the next Academic Year.

BYE-LAW 5 – Members' Democratic Process

1. Powers

1.1. There shall be a Members' Democratic Process ("The Process") in which all Full Members can participate. This process shall consist of the following sections:

1.1.1. An "Allocations Procedure", in which "Ideas" or "Guild Policy" are allocated to the appropriate forum for consideration.

1.1.2. "Decision Making Committees", which shall consider student "Ideas" and are further defined in Bye-Law 6

1.1.3. An "All Student Meeting", in which the "Ideas" are considered and Guild Officers shall be accountable directly to Full Members for their work.

1.1.4. The "All Student Vote", through which, Full Members shall vote on "Ideas" or "Guild Policy" that require additional student input.

1.1.5. A "Scrutiny Panel" in which Scrutiny Panel Members hold Guild Officers to account for their work.

1.1.6. "Student Forums", "Fact Finding Commissions" and "Referendums" to allow additional student consultation as deemed appropriate by the Guild Officer Group.

1.2. The Process shall:

1.2.1. Represent and serve the interests of Full Members.

1.2.2. Deliberate on and consider business affecting members of the Guild.

1.2.3. Initiate and frame Guild Policy.

1.2.4. Allow for debate on all ideas sent to NUS

1.3. The Process shall not have the power to appoint or elect any Officer, representative or member of staff of the Guild.

2. Occurrences

3. The Process shall run throughout the academic year, with a minimum of three "All Student Meetings" held each year.

4. "Ideas"

4.1. Any Full Member or Officer can submit Ideas relating to things they would like to change or introduce.

4.2. Any Full Member or Officer can submit Guild Policy relating to an opinion or stance they believe the Guild should adopt.

- 4.3. Full Members shall indicate whether their submission is intended as an Idea or Guild Policy.
- 4.4. Full Members may submit Ideas and Guild Policy online at any point in the Academic Year
- 4.5. Any Ideas and Guild Policy received during the Academic Year shall be put through the "Allocations Procedure"
- 4.6. Any Ideas and Guild Policy received during the vacation period shall be referred to an online vote by the Full Time Officer Group, in the absence of elected "Decision Making Committees".

5. "Allocations Procedure"

- 5.1. All Ideas or Guild Policy submitted by a Full Member or Guild Officer shall be subject to an Allocations Procedure, overseen by the elected Chair of the All Student Meeting.
- 5.2. The Allocations Procedure may reject Ideas or Policy that may be illegal, with the proposer receiving written justification when the decision is made.
- 5.3. Ideas and Policy shall be allocated to the most appropriate "Decision Making Committee" or "All Student Meeting" for consideration and decision in line with the Allocations Procedure Guidance.
- 5.4. Ideas and Policy may also be forwarded to the Guild Officer Group, where a Student Forum, Fact Finding Commission or Preferendum is more appropriate, in line with Allocations Procedure Guidance.

6. Purpose of The All Student Meeting

6.1. The purpose of the All Student Meeting is:

- 6.1.1. To provide a forum for debate and discussion of Guild Policy and Ideas
- 6.1.2. To consider, approve or reject Guild Policy (as defined in Bye-law 1) and Ideas, or to forward to an All Student Vote where appropriate
- 6.1.3.
- 6.1.4. To develop policy that supports the Guild in the advancement of its values and charitable objects
- 6.1.5.

6.2. The All Student Meeting will meet at least three times during the academic year.

7. Main duties of All Student Meeting

- 7.1. The All Student Meeting will discuss Ideas and Policies which are passed to it by the Allocations Procedure or the Decision Making Committees. Following discussion, Ideas or Policy may be:
 - 7.1.1. Approved by a two thirds majority
 - 7.1.2. Rejected by a two thirds majority
 - 7.1.3. Forwarded to All Student Vote

- 7.2. Where a division into two thirds involves a fraction of a number, that fraction shall be taken as whole.
- 7.3. The Meeting shall be chaired by the elected "Chair of All Student Meetings"
- 7.4. Conduct and procedure shall be governed by the "All Student Meeting Procedure" which shall:
 - 7.4.1. Encourage fair and accessible discussions
 - 7.4.2. Empower student members to hold to account and direct their elected Guild Officers
 - 7.4.3. Be approved by the Guild Officer Group and reviewed at least once an academic year.

8. Attendance at the All Student Meeting

- 8.1. All Full Members of the Guild shall have the right to attend, comment and vote at the All Student Meeting.
- 8.2. The quorum for the All Student Meeting shall be 1% of the Full members of the Guild, calculated at the start of the Academic Year.
- 8.3. If a quorum cannot be found the Meeting shall not have the power to approve or reject Ideas or Guild Policy. Such proposals will be put to an All Student Vote.
- 8.4. Any Full Member of the Guild may speak in favour of or against a Policy or Idea at All Student Meetings at the discretion of the Chair
- 8.5. The Ideas or Guild Policy being discussed at All Student Meeting shall be published at least 5 working days in advance to allow Full Members to attend and discuss the proposed Idea/ Guild Policy
- 8.6. A record of the All Student Meetings will be kept and made accessible online to the Full Members of the Guild

9. Voting During the All Student Vote

- 9.1. Every Full Member is entitled to ONE vote only. Voting will ordinarily take place online.
- 9.2. Every Full Member shall be entitled to comment on All Student Vote Ideas / Guild Policy online.
- 9.3. A Full Member may comment anonymously on the basis of Liberation concerns. If they wish to do this, they should contact the relevant Liberation Officer who will put comments forward on their behalf
- 9.4. The quorum for the All Student Vote shall be 1% of the current Full Members of the Guild, calculated at the start of the Academic Year. In order for an Idea/Guild Policy to pass, it must be quorate and receive at least 50% + 1 of votes cast

10. Validity of Ideas and Guild Policy

- 10.1. Any Guild Policy passed as a result of the Process shall be valid for a period of 3 years from the date it passes, unless amended.
- 10.2. Any Idea passed as a result of the Process shall be valid for a period of 1 year from the date it passes, unless completed.

11. Officer Accountability During the All Student Meeting

- 11.1. Guild Officers will be held to account in part through All Student Meetings, alongside the Scrutiny Panel.
- 11.2. Officers will give a brief summary of their activity and progress on any Ideas/Guild Policies that were assigned to them.
- 11.3. The Scrutiny Panel shall provide a brief summary of their reports at the All Student Meeting.
- 11.4. Any Full Member can attend and ask questions
- 11.5. If a Full Member is unable to attend the meeting in person, questions can be submitted online via the Guild of Students website
- 11.6. Questions for the Liberation Officers can be submitted anonymously in advance if the Full Member does not wish to disclose their liberation status
- 11.7. If a Full Member is unhappy with the conduct or performance of a member of the Guild Officer Group, they may submit a reprimand, censure or Vote of No Confidence in line with the Guild Officer Discipline & Appeal Policy

12. Student Forums

- 12.1. Student Forums provide Full Members with the opportunity to provide input into the running and configuration of Guild services.
- 12.2. Any full member shall have the opportunity to attend a Student Forum.
- 12.3. The scope of Student Forums shall be agreed by the Guild Officer Group.

13. Fact Finding Commissions

- 13.1. Fact Finding Commissions ("Commissions") shall allow for additional research and information gathering to be conducted on topics or Ideas that the Guild Officer Group deem it appropriate to do so.
- 13.2. The Guild Officer Group shall establish a number of Guild Officers to support the work of a Commission as a "Steering Group".
- 13.3. The proposer of an Idea that becomes a Fact Finding Commission shall be invited to join the Steering Group.
- 13.4. The Steering Group shall publish their findings online to Full Members and make recommendations in a report to the Guild Officer Group.

- 13.5. The Guild Officer Group may send recommendations in the form of Ideas through the Allocations Procedure or where appropriate use them to inform establishing a Preferendum.

14. Preferendums

- 14.1. Preferendums allow for Full Members to vote on a range of options through the Single Transferable Vote system, in all other ways the conduct and process of a Preferendum shall be the same as All Student Votes.
- 14.2. The Guild Officer Group may call Preferendums in instances where a range of possible options exist but they believe student input is required to decide between them.

15. Scrutiny Panel

- 15.1. Guild Officers will be held to account through Scrutiny Panel meetings.
- 15.2. Scrutiny Panel meetings will be held at least three times per academic year.
- 15.3. The Guild Officer Group will present a report of their work at each meeting and then take questions from the Scrutiny Panel.
- 15.4. A Member of the relevant Decision Making Committee may also be invited to contribute to the report of a Guild Officer to Scrutiny Panel.
- 15.5. If a Full Member is unhappy with the conduct or performance of a member of the Guild Officer Group, they may submit a reprimand, censure or Vote of No Confidence in line with the Guild Officer Discipline and Appeals Policy for review by the Scrutiny Panel.
- 15.6. The Membership of the Scrutiny Panel shall be:
 - 15.6.1. Five recruited Full Members of the Guild of Students.
- 15.7. Members of the Guild Officer Group shall not be Scrutiny Panel members.
- 15.8. The Main Duties of the Scrutiny Panel Shall be:
 - 15.8.1. Receive and scrutinise reports from the Guild Officer Group in relation to their manifestos, remit and Guild Policy
 - 15.8.2. Scrutiny Panel has the right to:
 - i. Ask questions
 - ii. State a practical point of clarification
 - iii. Make a comment
 - 15.8.3. If Scrutiny Panel is unhappy with the conduct or performance of a member of the Guild Officer Group, they may submit a reprimand, censure or Vote of No Confidence in line with the Guild Officer Discipline and Appeal Policy.
 - 15.8.4. If Scrutiny Panel is happy with the conduct or performance of a member of the Guild Officer Group, they may commend their performance.
 - 15.8.5. Scrutiny Panel shall commend, reprimand or censure an Officer on the basis of a unanimous, consensus decision of the panel.
 - 15.8.6. Guild Officer Group Reports to the Scrutiny Panel shall be published online for Full Members to view.

- 15.8.7. Decisions and Comments of the Scrutiny Panel on the performance of the Guild Officer Group shall be published online for Full Members to view. The Scrutiny Panel shall provide a brief summary of their reports at All Student Meetings.

BYE-LAW 6 – Committees of the Guild

1. Committees of the Guild

1.1. The Committees of the Guild shall be (but not limited to):

- Full-Time Officer Group
- Guild Officer Group
- Activities Committee
- Campaigns Committee
- Education Committee
- Nominations Committee
- Welfare and Liberation Committee
- Students' Association Dubai
- Medsoc Executive

2. Duties

- 2.1. All Committees shall be answerable to the Full Members of the Guild
- 2.2. Minutes must be taken for each meeting of a Committee of the Guild. A copy of the ratified minutes for each meeting shall be available for viewing by all Full Members.
- 2.3. Each Committee shall set targets for the achievement of the Committee's objectives.
- 2.4. All committee minutes shall be placed online to allow scrutiny by Full Members. Additional verbal reports can be provided to All Student Meeting as appropriate
- 2.5. Members of Committees may be delegated responsibility for its work.
- 2.6. No Committee of the Guild may discuss members of staff or staffing matters. This does not include matters of staffing resource.
- 2.7. Any member of a Committee of the Guild may resign at any time in writing to the President or Committee Chair as appropriate, with such notice to be effective from the time of receipt unless another time is specified by the resigning member.

3. Membership

- 3.1. Members of a Committee of the Guild may include Trustees, Officers or Full Members. Guild of Students staff shall also be in attendance in an advisory capacity.
- 3.2. Any Full Members elected specifically onto a committee shall be elected by a cross campus ballot and serve a term of one year.

4. Quorum

- 4.1. The quorum for a Committee of the Guild shall be half of the full constitutional members. When the division of half involves a fraction of a number, that fraction shall be taken as a whole.

5. Procedure

- 5.1. All Committees of the Guild should be run in line with the Articles of Association, these bylaws and their Terms of Reference.
Full Members may attend and speak at meetings of Committees of the Guild, other than when discussing reserved business.

6. Full-Time Officer Group

6.1. Purpose

- 6.1.1. The Full-Time Officer Group shall provide the day to day political leadership to the Guild and its affairs and activities.

6.2. Membership

- 6.2.1. The Full-Time Officer Group shall consist of:
- All Full-Time Officers
 - The Chief Executive or nominee shall be in attendance

6.3. Main Duties

- 6.3.1. Respond to public events and media enquiries
6.3.2. Co-ordinate the Guild position on issues that arise
6.3.3. Co-ordinate the submission of items for Scrutiny Panel meetings including reports and policies
6.3.4. Discuss any significant membership sensitivities arising from Guild operational decisions
6.3.5. Act on behalf of the members during vacation periods and report actions taken by the Full-Time Officer Group on behalf of members at the first All Student Meeting of the academic year
6.3.6. Delegate any of its powers to any person(s) or committee

7. Guild Officer Group

7.1. Purpose

- 7.1.1. The Guild Officer Group shall provide strategic student leadership to the Guild.

7.2. Membership/Composition

- 7.2.1. The Guild Officer Group shall consist of:
- All Full-Time Officers
 - All Part-Time Officers
 - The Chief Executive, or nominee, shall be in attendance

7.3. Main Duties

- 7.3.1. Provide a representative voice for the constituencies of the membership
- 7.3.2. Act as a consultative body.
- 7.3.3. Provide continuity, consistency and oversight of the Members Democratic Process outlined in ByeLaw 5.
- 7.3.4. Approve and review the All Student Meeting Procedure at least once per academic year.
- 7.3.5. The Guild Officer Group is empowered to establish Student Forums, Fact Finding Commissions and Preferendums in order to seek wider student opinion, by two thirds majorities.
 - 7.3.5.1. It shall do so both through considering candidate Ideas from the Allocations Procedure and on their own initiative.

8. Activities Committee

8.1. Purpose

- 8.1.1. The Activities Committee shall be responsible for actively representing all Full Members involved in the sports, volunteering and student led activities.

8.2. Membership

- 8.2.1. The Activities Committee shall consist of:
 - Activities and Employability Officer *ex officio* (Chair
 - Sports Officer *ex officio* (Co- Chair) Education Officer
 - 2 elected Student Groups Representatives
 - 2 elected Sports Representatives
 - 3 elected student members
 - The Chief Executive or nominee shall be in attendance.

8.3. Main Duties

- 8.3.1. The Activities Committee shall be a "Decision Making Committee", as outlined in Byelaw 5.
- 8.3.2. The Activities Committee shall be responsible for overseeing, allocating, and reviewing the Guild's Student Groups grants.
- 8.3.3. The Activities Committee shall make recommendations on the Guild's position on activities and development issues.
- 8.3.4. The Activities Committee shall consider policy proposals relating to student groups.
- 8.3.5. The Activities Committee shall support the Activities and Employability Officer and Sports Officer to achieve their manifesto pledges and mandates The Activities Committee shall be responsible for reviewing the Guild's Student Groups Policy and for ensuring that student groups adhere to the requirements of the Policy.

8.4. Decision making

8.4.1. The committee shall seek to operate by consensus wherever possible. In matters that are not part of the Members Democratic Process the Committee may decide things by simple majority.

8.5. Policy Proposals

8.5.1. In instances where a consensus cannot be reached on matters of Guild Policy or Ideas, proposals can be approved or rejected by a two thirds majority (not counting abstentions).

8.5.2. The Committee may amend proposals prior to voting to approve or reject, by a two thirds majority.

8.5.3. In instances where a two thirds majority to approve or reject cannot be found, the proposal may be escalated to the next All Student Meeting

9. Nominations Committee

9.1. Purpose

9.1.1. The Nominations Committee shall be responsible for nominating and appointing those persons who are eligible for Honorary Life Membership of the Guild of Students

9.2. Membership

9.2.1. The Nominations Committee shall consist of:

- President, *ex officio* (Chair)
- Three Full-Time Officers (elected from Guild Officer Group)
- Three Part-Time Officers (elected from Guild Officer Group)
- The Chief Executive Officer or nominee shall be in attendance

9.3. Main Duties

9.3.1. Be the committee responsible for accepting and recognising those persons who have been nominated for Honorary Life Membership of the Guild of Students

9.3.2. Have the power to approve or reject Honorary Life Membership based on the criteria for Honorary Life Membership set out in the Guidance documents

10. Campaigns Committee

10.1. Purpose

10.1.1. The Campaigns Committee shall be the body which oversees the Guild of Students' campaign activity except for campaigns covered by the Welfare and Liberation Committee

10.2. Membership

10.2.1. The Campaigns Committee Shall Consist of:

- President, *ex officio* (Chair)
- Campaigns Officer
- Ethical and Environmental Officer
- 5 elected student members
- The Chief Executive or nominee shall be in attendance.

10.3. Main Duties

10.3.1. The Campaigns Committee shall be a "Decision Making Committee" as outlined in Byelaw 5.

10.3.2. The Campaigns Committee shall be responsible for overseeing, allocating and reviewing the Guild's Student Campaigns Fund.

10.3.3. The Campaigns Committee shall support the development and provide oversight of the Guild's major campaigning activity.

10.3.4. The Campaigns Committee shall consider policy proposals relating to the Guild's campaigns excluding proposals in scope of the Welfare and Liberation Committee.

10.3.5. The Campaigns Committee shall support the President and the Campaigns Officer to achieve their manifesto pledges and mandates.

10.4. Decision Making

10.4.1. The Committee shall seek to operate by consensus wherever possible. In matters that are not part of the Members Democratic Process the Committee may decide things by simple majority.

10.4.2. Policy Proposals

10.4.2.1. In instances where a consensus cannot be reached on matters of Guild Policy or Ideas, proposals can be approved or rejected by a two thirds majority (not counting abstentions).

10.4.2.2. The Committee may amend Guild Policy or Ideas it is considering by two thirds majority prior to voting to approve or reject them.

10.4.2.3. In instances where a two thirds majority to approve or reject cannot be found, the proposal may be escalated to the next All Student Meeting

11. Education Committee

11.1. Purpose

11.1.1 The Education Committee shall be the body which oversees the Guild's activity relating to academic issues

11.2. Membership

11.2.1. The Education Committee Shall Consist of:

- Education Officer *ex officio* (*Chair*)
- Postgraduate Officer
- International Officer
- 5 College Reps, 1 per college
- 5 elected student members, including one commuter student representative
- The Chief Executive or nominee shall be in attendance

11.3. Main Duties

11.3.1. The Education Committee shall be a "Decision Making Committee" as outlined in Byelaw 5.

The Education Committee shall be responsible for overseeing, allocating and reviewing the Guild's Student Rep Fund.

11.3.2. The Education Committee shall consider policy proposals relating to academic issues.

11.3.3. The Education Committee shall discuss ongoing academic policy issues and developments, mandating and recommending actions as appropriate.

11.3.4. The Education Committee shall support the Education Officer, Postgraduate Officer, and International Officer to achieve their manifesto pledges and mandates.

11.4. Decision making

11.4.1. The Committee shall seek to operate by consensus wherever possible. In matters that are not part of the Members Democratic Process the Committee may decide things by simple majority.

11.5. Policy Proposals

11.5.1. In instances where a consensus cannot be reached on matters of Guild Policy or Ideas, proposals can be approved or rejected by a two thirds majority (not counting abstentions).

11.5.2 The Committee may amend Guild Policy or Ideas by a two thirds majority prior to voting to approve or reject them.

11.5.3. In instances where a two thirds majority to approve or reject cannot be found, the proposal may be escalated to the next All Student Meeting.

12. Welfare and Liberation Committee

12.1. Purpose

12.1.1. The Welfare and Liberation Committee shall be responsible for campaigning and representation activity relating to:

12.1.1.1. Student welfare and

12.1.1.2. Students represented by the five "Liberation Guild Officers" and intersections of those groups.

12.2. Membership

12.2.1. The Welfare and Liberation Committee shall consist of:

- Welfare & Community Officer (Chair)
- The five "Liberation Guild Officers":
 - LGBTQ Officer
 - Trans Officer
 - Disabled Students' Officer
 - Ethnic Minorities Officer
- Women's Officer
- Elected Postgraduate Representative
- Elected International Representative
- 2 elected student members
- The Chief Executive or nominee shall be in attendance

12.3. Main Duties

12.3.1. The Welfare and Liberation Committee shall be a "Decision Making Committee", as outlined in Byelaw 5.

12.3.2. The Welfare and Liberation Committee shall be responsible for overseeing, allocating and reviewing relevant Guild campaign expenditure.

12.3.3. The Welfare and Liberation Committee shall consider policy proposals relating to welfare, wellbeing, equality and diversity, and liberation issues

12.3.4. The Welfare and Liberation Committee shall make recommendations on The Guild's position on welfare and liberation issues

12.3.5. The Welfare and Liberation Committee shall support the delivery of History Month campaigns and activities

12.3.6. The Welfare and Liberation Committee shall support the Welfare & Community Officer and Liberation Part Time Officers to achieve their manifesto pledges and mandates

12.4. Decision making

12.4.1. The committee shall seek to operate by consensus wherever possible. In matters that are not part of the Members Democratic Process the Committee may decide things by simple majority.

12.5. Policy Proposals

12.5.1. In instances where a consensus cannot be reached on matters of Guild Policy or Ideas, proposals can be approved or rejected by a two thirds majority (not counting abstentions).

12.5.2 The Committee may amend proposals prior to voting to approve or reject them by a two thirds majority.

12.5.3. In instances where a two thirds majority to approve or reject cannot be found, the proposal may be escalated to the next All Student Meeting.

13. Students' Association Dubai and Students' Association Dubai Forum

The Students' Association Dubai is the recognised body responsible for actively representing all Full Members of the University of Birmingham Dubai Campus. As such there will be a Students' Association Dubai Forum to provide representation for students and support associated activity and events.

13.1. **Students' Association Dubai Forum**

13.2. *Purpose*

13.2.1. The Students' Association Dubai Forum shall be responsible for providing representation for all Full Members of the University of Birmingham Dubai Campus, support for activity and events conducted by those Full Members, and recognising student groups comprising those Full Members.

13.3. *Membership*

13.3.1. The Students' Association Dubai Forum shall consist of;

- Student Chair of the Dubai Student Staff Committee.
- Six Student Leaders, elected annually from the University of Birmingham Dubai campus.
- International Officer ex officio.
- Campus Director (Dubai) or nominee shall be in attendance.

Only Full Members of the University of Birmingham Dubai Campus will be eligible to stand for election to the Student Association Dubai Forum in a campus wide ballot. The Chair will be elected from the membership.

13.4. *Main Duties*

- 13.4.1. To provide student leadership to University of Birmingham Dubai students
- To play an active role in planning and coordinating student activities and events for University of Birmingham Dubai students.
 - To recognise and derecognise University of Birmingham Dubai Student Groups.
 - To enable student participation in the relevant University Committees and decision making structures at University of Birmingham Dubai.

13.5. *Reporting*

- 13.5.1. The Students' Association Dubai Forum will report to the Full Time Officer Group on a regular basis.

14. MedSoc Executive

14.1. *Purpose*

- 14.1.1. The MedSoc Executive shall be responsible for actively representing all Full Members involved in MedSoc Activities.

14.2. *Membership/Composition*

- 14.2.1. The MedSoc Executive shall consist of:

- MedSoc President (Chair)
- Vice-President (Academic)
- Secretary
- Treasurer
- Sports Representative
- Societies and Charities Representative
- Activities and Employability Officer *ex officio*
- The Chief Executive or nominee shall be in attendance.

- 14.2.2. There shall be other MedSoc Executive positions that shall be determined by the MedSoc Constitution.

- 14.2.3. The quorum for the MedSoc Executive will be four of the members outlined in 12.2.1.

14.3. *Main Duties*

- 14.3.1. Be the committee responsible for recognising and derecognising MedSoc Student Groups in line with MedSoc Student Group Recognition Guidelines.
- 14.3.2. Ensure the effective running of MedSoc activities.

- 14.3.3. Have the power to set up sub-committees and advisory committees which shall have responsibility for such MedSoc business as is vested in them by the Bye-Laws.
- 14.3.4. Have the power to decide on changes to MedSoc Student Group constitutions.
- 14.3.5. Have the power to make decisions on MedSoc Student Group Grant expenditure, reporting this to Finance Committee on at least an annual basis.
- 14.3.6. Other such duties and activities outlined in the MedSoc Constitution.

BYE-LAW 8 – Elections

1. Scope

1.1. This Bye-Law shall apply to all Guild elections elected via a cross-campus ballot.

2. Returning Officer

2.1. The Returning Officer shall be the Registrar and Secretary of the University of Birmingham.

2.2. The Returning Officer may delegate the management of complaints, appeals, and other appropriate business to a nominee (or nominees), as agreed between the Guild and University, and described in the Guild Election Regulations.

2.3. The Returning Officer shall be responsible for the good conduct and administration of the elections and shall have final interpretation of the Election Regulations. However, the nominee(s) shall be responsible for the day to day good conduct and administration of the elections. The powers and responsibilities of the Returning Officer and their nominee(s) shall be as described in the Guild Elections Regulations.

3. Notice

3.1. The Guild of Students shall publish notice of every election.

3.2. Such notices shall state:

3.2.1. The date(s) and times of ballot

3.2.2. The earliest and latest times of receipt of nominations

3.2.3. The substance of any regulations governing the election

3.2.4. The type and number of vacancies

4. Nominations

4.1. Nominations shall be accepted by the Nominee until the close of nominations.

4.2. Re-open Nominations (RON) shall be a candidate in every election, unless otherwise stated

5. Voting

5.1. All Full Members eligible to vote, as specified in the Election Regulations, shall be allowed to vote.

5.2. The method of voting shall be outlined in the Election Regulations Documents.

5.3. Voting shall be by the Single Transferable Voting System for all multi-seat elections, and by the Alternative Transferable Voting System for all single-seat elections.

5.4. Polling shall be held on at least one day for no less than the advertised number of hours.

6. Provision for Secrecy of the Ballot

- 6.1. At the time of closing the ballot the voting register shall be sealed. Under no circumstances shall the voting register and the ballot papers be viewed together unless the validity or conduct of the election is questioned.
- 6.2. The voting register and ballot papers shall be kept for a minimum of three months after the declaration of the result after which time they will be destroyed unless the validity or conduct of the elections is questioned.

7. Ties

- 7.1. In the event of a tie, the Returning Officer or their representative shall decide the issue by drawing lots, having given the candidates prior notification and the opportunity to be in attendance.

8. Election of Re-open Nominations

- 8.1. The election of Re-open Nominations shall result in nominations being re-opened, and a By-election being held as soon as possible after the time of the original election result
- 8.2. This shall not affect the return of any candidate elected before Re-open Nominations in an election for a Committee or other role where there is more than one position available

9. Complaints

- 9.1. Any complaints regarding the conduct of the election shall be dealt with in accordance with the Guild of Students' Elections Complaint Procedure.
- 9.2. Complaints may be received up to two hours after the close of the ballot.

10. Declaration

- 10.1. Results of the elections shall be declared by the Returning Officer or nominee when the count for each post has been successfully completed.
- 10.2. Results shall be provisional until confirmed by the Returning Officer, which will normally be not less than 5 working days after the close of the ballot.
- 10.3. Results of the elections shall be announced as soon as possible after the completion of the count.