Bye-Laws of the

University of Birmingham

Guild of Students

June 2016

guildofstudents

Contents

Foreword

Bye-law 1 - Interpretation

Bye-law 2 – Membership

Bye-law 3 - General Governance of the Guild of Students

Bye-law 4 - Committees of the Trustee Board

Bye-law 5 - "Your Ideas" and "Officer Question Time"

Bye-law 6 - Committees of the Guild

Bye-law 7 - Officers

Bye-law 8 - Elections

Bye-law 9 – Student Activities

Bye-law 10 - Appeals Committee

Foreword

1. As outlined in the University of Birmingham Guild of Students Articles of Association, the objects of the Guild are:

1.1 the furtherance and the enhancement of the educational purposes of the University of Birmingham including but not limited to:

1.1.1 the promotion of social intercourse between Students of the University of Birmingham and the furtherance of the common interests of such Students; and

1.1.2 the support of such societies that shall from time to time be recognised by the Guild.

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	"Appeals Committee"	The Committee convened to hear the appeal of a Trustee who has been removed from office by the Trustee Board.
1.2.3	"Appointments Panel"	Sub-committee of the Trustee Board which oversees the appointments of the Trustee Board and the Chief Executive Officer.
1.2.4	"Assessment Group"	The group set up in accordance with Bye-Law 5 to assess Ideas put forward into "Your Ideas" and provide advice on legal, reputational, financial, practical or liberation-related concerns.
1.2.5	"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.
1.2.6	"Autumn Term"	Period of required student attendance between the start of an Academic Year and the Christmas

		vacation, as specified in University of Birmingham calendar.
1.2.7	"Chairperson of Officer Question Time" "	The person(s) elected by cross campus ballot to act as the presiding officer during Officer Question Time meetings.
1.2.8	"Corporate Member"	The University of Birmingham.
1.2.9	"Cross Campus Ballot"	Ballot of the entire Full Membership.
1.2.10	"Discipline"	The good and proper conduct of Members and their guests in accordance with Guild Policy.
1.2.11	"Discipline Committee"	A committee for imposition of discipline of the membership, as specified in the Guild Policy Documents.
1.2.12	"Discipline Policy"	The Discipline Policy as specified in the Guild Policy Documents.
1.2.13	"External Membership"	Members who have requested to join the Guild who are not registered students at the University of Birmingham.
1.2.14	"Finance Committee"	Sub-committee of the Trustee Board to oversee the Financial aspects of the Guild.
1.2.15	"Full Member"	All registered students of the University of Birmingham who have not opted out, and all Full-Time Officers.
1.2.16	"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".)

1.2.17	"Full-Time Officer Group"	Committee of the Full-Time Officers
1.2.18	" Guild Associations"	Collective bodies of defined groups of Full Members whose interests are deemed to need promoting.
1.2.19	"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.
1.2.20	"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.
1.2.21	"Guild Officer Group"	Comprised of the Full-Time and Part-Time Officers to give political leadership to the Guild.
1.2.22	"Guild Policy"	Policies of the Guild made by resolutions of the Trustee Board, which may be initiated and framed by, the Members Democratic Process, Guild Committees, and the decisions of Referendums.
1.2.23	"Guild Student Group"	A body of Full Members recognised as a society, club or group ,by the Guild through Officer Question Time
1.2.24	"Honorary Life Membership"	Life Membership of the Guild bestowed by Nominations Committee
1.2.25	"HR Committee"	Sub-committee of the Trustee Board to oversee the HR aspects of the Guild
1.2.26	"Idea"	A proposal put forward by a Full Member for consideration through

		the Members' Democratic Process
1.2.27	"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
1.2.28	"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.
1.2.29	"Life Member"	An alumnus of the University who has paid to join the Guild for life.
1.2.30	"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
1.2.31	"Mini-Forum"	A meeting of Student Groups with shared aims and purposes as agreed by Student Groups Executive
1.2.32	"Nominations Committee"	The Committee responsible for bestowing Honorary Life Membership
1.2.33	"NUS"	National Union of Students of the United Kingdom.
1.2.34	"NUS Delegate"	A Full Member of the Guild who has been duly elected to represent the Guild at an NUS conference.
1.2.35	'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.
1.2.36	"Officer Code of Conduct"	Guild policy document outlining the proper conduct of Guild Officers.
1.2.37	"Officer Discipline Policy"	The Discipline procedure for Guild

		Officers as specified in the Guild Policy Documents.
1.2.38	"Officer Life Membership"	Life membership of the Guild offered to all Full-Time and Part-Time Officers at the end of their term.
1.2.39	"Officer Question Time"	The process through which Full Members can hold Guild Officers to account for their work, as detailed in Bye-Law 5
1.2.40	"Officials of Guild Associations"	Full Members holding elected positions on Guild Associations.
1.2.41	"Officials of Guild Committees"	Full Members holding elected positions on Guild Committees.
1.2.42	"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.
1.2.43	"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.
1.2.44	"Postgraduate Student"	Full Member of the Guild registered on a postgraduate programme of study, as determined by the University of Birmingham.
1.2.45	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.
1.2.46	"Reserved Business"	Discussions and decisions relating to: 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.

1.2.47	"Residence"	University recognised Hall of Residence.
1.2.48	"Residents' Association"	An Association of a University of Birmingham Hall of Residence or Student Village.
1.2.49	"Residents' Executive"	The committee of Residents' Associations.
1.2.50	"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.
1.2.51	"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".)
1.2.52	"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.
1.2.53	"Spring Term"	Period of required student attendance between the end of the Christmas vacation and the start of Easter vacation as specified in University of Birmingham calendar.
1.2.54	"Student Equality and Diversity Committee"	The Committee responsible for representing Liberation Associations, promoting best practice and campaigning on Equality and Diversity matters.
1.2.55	"Student Groups Executive'"	The Committee for Student Groups.
1.2.56	"Summer Term"	Period of required student attendance between the end the Easter vacation and the Summer vacation as specified in University of Birmingham calendar.
1.2.57	"University School"	Academic area of study within a College as defined by the University of Birmingham.
1.2.58	"Vacation"	Period between the end of the Summer term and the commencement of the Autumn term in the next Academic Year.
1.2.59	"Your Ideas"	The process through which Full Members and Officers can put forward, debate, and vote on Ideas to influence and direct the work of the Guild, as detailed in Bye-Law 5.

BYE-LAW 2 – Membership

1. Membership Types

There shall be the following types of membership at the Guild of Students;

- Full Member
- Corporate Member
- External Member
- Life Member
- Honorary Life Membership
- Officer Life Membership

1.1. *Full Members*

1.1.1. In accordance with Article 3, all students registered with the University of Birmingham, who have not opted out, and all Full-Time Officers shall be Full Members of the Guild of Students.
1.1.2. No fee shall be payable by Full Members of the Guild.
1.1.3. Opting out
- A student who wishes to opt-out or re-join the membership of the Guild must write to the President to notify them of the decision to opt-out or re-join the Guild.

1.2. *Corporate Member*

1.2.1. No Fee shall be payable by the Corporate Member of the Guild
1.2.2. In accordance with Article 3, the University of Birmingham shall be a Corporate Member of the Guild.

1.3. *External Membership*

1.3.1. External Membership is available subject to satisfactory application for External Membership. The application shall be submitted to the President who shall sign it on approval.
1.3.2. External Membership of the Guild of Students may be granted if the applicant meets any of the following criteria:
- Graduate of the University of Birmingham
- Student at University of Birmingham who has deferred study
- Graduate of a University other than the University of Birmingham
- Student of a University other than the University of Birmingham
- Employee of the Guild of Students
- Employee of the University of Birmingham
- Member of the University of Birmingham Council
- Officer/employee of the National Union of Students
- Others at discretion of the President

1.3.3. No fees shall be payable for External Members.

1.3.4. The Guild of Students reserves the right to refuse External Membership. If an applicant is not granted External Membership, an explanation for that decision shall be given in writing to the non-successful applicant.

1.4. Life Membership

1.4.1. Life Membership is available to all graduates of the University of Birmingham.
1.4.2. Membership is available subject to the satisfactory application for Life Membership and on payment of a membership fee. The application shall be submitted to the President who shall sign it for approval.
1.4.3. Fees for Life Membership shall be paid to the Guild direct. The fee shall be at the discretion of the Trustee Board.

1.5. *Honorary Life Membership*

1.5.1. Honorary Life Membership is granted upon the resolution of the Nominations Committee to award Honorary Life Membership. The President shall sign and issue the membership card.

1.6. *Officer Life Membership*

1.6.1. All Full-Time and Part-Time Officers shall be awarded Life Membership on the completion of their term in office, subject to approval at the Officer Question Time meeting. The Chair of Officer Question Time shall sign and issue the membership card.

2. Membership Cards

2.1. There shall be a different membership card for each category of member. University of Birmingham ID cards shall be used as membership cards for Full Members.

2.2. Membership cards shall only be valid for as long as the period for which the membership is granted.

2.3. The membership card of a suspended member shall be immediately withdrawn as suspension commences. At the conclusion of the suspension, the membership card shall be reinstated,

3. Rights of Membership

3.1. *Full Members*

3.1.1. Full Members, subject to the discipline procedure, shall be entitled to the following:
- To make use of any services and facilities of the Guild;
- To hold ordinary membership of any Guild Society;

- To stand for committee membership of a Guild Society of which they are a member;
- To attend Guild committees as observers, except in such cases as specified in the Bye-Laws;
- To take part in the "Your Ideas" and Officer Question Time meetings as specified in the Bye-Laws
- To vote in, and to stand for office in Guild elections; and
- To attend and vote at General Meetings of the Guild of Students.

3.2. *Corporate Member*

3.2.1. The Guild's Corporate Member shall be entitled to the following:

- All the rights and privileges as specified in the Articles of Association of the Guild
- To approve changes to these Bye-laws in order to ensure that:
  - the election of officers of the Guild are fairly and properly conducted;
  - the proper conduct of financial affairs of the Guild occurs, including the approval of budget and monitoring of expenditure;
  - the proper conduct of a complaints procedure is available to all students or groups of students.

3.3. *Honorary, Life and External Members*

3.3.1. Honorary, Life and External Members, subject to the discipline procedure, shall be entitled to the following:

- To make use of any services and facilities of the Guild which may from time to time be available to them;
- To hold ordinary membership of any Guild Society;
- To attend General Meetings of the Guild.

3.4. *NUS Colleges*

3.4.1. An organisation which is affiliated to the National Union of Students shall be deemed to automatically have an open reciprocity agreement with the Guild.

4. Discipline

4.1. All Full, Honorary Life, Life or External Members are subject to the Articles of Association, Bye-Laws and Policies of the Guild of Students.

4.2. The Guild reserves the right to take disciplinary action against any member who contravenes the Articles of Association, Byelaws, and Policy of the Guild of Students.

4.3. The Membership Discipline Procedure shall be published in the Guild's Policy documents.

4.4. The scope of the Membership Discipline Procedure relates to behaviour within the Guild Building, and Guild sponsored activity, individuals or groups whether within the Guild Building or elsewhere.

4.5. In order to maintain the good order and running of the Guild, the Trustees and nominated staff will have the right to execute temporary powers consistent with Licensing Act 1988. These powers will include temporary exclusion and temporary suspension of membership.

5. Complaints

5.1. All members, be they Full, Life, Honorary Life, or External Members have the right to submit a complaint regarding an individual or group partaking in Guild sponsored activity.

5.2. The Complaints Procedure shall be published in the Guild Policy documents.

BYE-LAW 3 – General Governance of the Guild of Students

1. Trustee Board

1.1. *Membership*

1.1.1. Pursuant to the Articles of Association, the Full-Time Trustees shall be the President, Activities and Development Officer, the Representation and Resources Officer, the Education Officer, the Housing and Community Officer, the Sport Officer and the Welfare Officer.
1.1.2. The Student, External, and University Trustees of the Guild of Students will be appointed pursuant to the Articles of Association.

1.2. *Purpose/Responsibilities*

1.2.1. The Trustees are Charity Trustees as defined by the Charities Act 1993.
1.2.2. In accordance with Articles 28 and 29, the Trustees are responsible for the management and administration of the Guild, ensuring the Guild remains legally compliant and solvent, in accordance with Guild Policy.
1.2.3. The Trustees have overall responsibility for the day-to-day management of the Guild.

1.3. *Delegated Committees*

1.3.1. In accordance with Article 36 of the Articles of Association the Trustees may delegate any of their powers to any person(s) or committee. The Trustees will determine the number, remit and membership of these committees. A Trustee will chair any committee and membership of the committee may include Trustees, Full Members, and/or Guild of Student staff members.
1.3.2. As set out in Article 40, the Trustee Board sub committees will include, but not be limited to:
- Finance Committee
- HR Committee
- Appointments Panel
- Audit and Risk Committee

1.4. *Reporting*

1.4.1. The Trustee Board will report to the University of Birmingham, Charity Commission and Companies House as appropriate.
1.4.2. The Trustee Board will send a summary of business to Officer Question Time on a regular basis for information only.
1.4.3. The Trustee Board will send an annual report of business to the Council of the University on an annual basis.

2. Representational Structures

2.1. The precedence of representational authority shall be in the following order:

- General Meetings under company law
- Referenda
- "Your Ideas" and Officer Question Time
- Full-Time Officer Group
- Guild Officer Group (The Guild Officer Group takes precedence over the Full-Time -Officer Group, in areas of its existing terms of reference only).

2.2. *General Meetings under Company Law*

2.2.1. General Meetings under Company Law shall be held upon:

- The decision of the Trustees; or
- The presentation of a petition of not less than 5% of Full Members to the President

2.2.2. General Meetings under Company Law can be used to:

- Amend the Articles of Association (subject to the approval of University Council in accordance with Clause 6 of the Articles of Association)
- Amend the Bye-Laws

2.2.3. Decisions of General Meetings under Company Law shall not be reviewed by the Trustee Board, but may be overturned by subsequent General Meetings.

2.2.4. Quorum for all General Meetings under Company Law shall be 0.5% of the Full Membership.

2.2.5. All Full Members who have not opted out of membership and the Corporate Member shall be eligible to attend, speak and vote at all General Meetings under Company Law either in person or by proxy.

2.3. R*eferenda*

2.3.1. Referenda shall be held upon:

- The resolution by a 75% majority of a General Meeting; or
- The receipt by the President of a petition signed by not less than either 1.5% of the Full Membership or four hundred Full Members, whichever is the greater.
- Resolution of a 75% majority of the Guild Officer Group
- Resolution of a 75% majority of the Trustee Board

2.3.2. Referenda can be used to:

- Seek opinion from students
- Decide Guild Policy
- Decide affiliations of the Guild of Students.

2.3.3. Decisions of Referenda may be overturned by subsequent Referenda or by a General Meeting under Company Law.

2.3.4. A Referendum shall not have the power to appoint or elect any officer, representative or member of staff of the Guild.
2.3.5. Quorum for all Referenda referring to governance changes shall be either 5% of the Full Membership or two thousand Full Members, whichever is the greater.
2.3.6. All Full Members who have not opted out of membership shall be eligible to vote in all Referenda.
2.3.7. The Date of the Referendum shall be set by the Guild Officer Group Referenda shall not be held in the first week of any term, or in term 3

2.4. *"Your Ideas"*

2.4.1. All Full Members of the Guild can take part in "Your Ideas"
2.4.2. The principle purpose of "Your Ideas" is to represent the view of the Guild's Full Members through their submission, debate and voting upon Ideas. .
2.4.3. In accordance with Article 95, through "Your Ideas" Full Members can influence and direct the Guild's affairs.
2.4.4. In accordance with Article 96, decisions made through "Your Ideas" can be overturned by the Trustee Board for financial, legal or Guild reputation issues.
2.4.5. The Representation and Resources Officer shall send a report on business transacted through the Members' Democratic Process to the Trustee Board after each cycle of voting

2.5. *Full – Time Officer Group*

2.5.1. Membership of the Officer Group shall be the Full – Time Officers of the Guild of Students.
2.5.2. The Full – Time Officer Group shall have responsibility for the day to day political decisions within the Guild of Students.
2.5.3. The Full – Time Officer Group shall meet on a regular basis.

2.6. *Guild Officer Group*

2.6.1. Membership of the Guild Officer Group shall be the Guild Officers.
2.6.2. The Guild Officer Group shall have responsibility for the campaigning activity of the Guild of Students.
2.6.3. The Guild Officer Group shall meet on a regular basis.

BYE-LAW 4 – Committees of the Trustee Board

1. Finance Committee

1.1. *Purpose*

1.1.1. The purpose of the Finance Committee is to ensure that the Guild of Students meets approved income and expenditure targets, via the annual budget process and the monthly management accounts. The committee will also agree one-off and capital expenditure. The members of the Committee are required to review and consider appropriate methods of overseeing the Guild's financial activities.

1.2. *Membership/Composition*

1.2.1. The Finance Committee shall consist of:

- Representation and Resources Officer
- Sports Officer
- 2 Trustees nominated by the Board of Trustees.
- 2 individuals of appropriate skills and expertise (of which 1 is independent and not otherwise associated with the Guild).
- Chief Executive and Finance Manager or nominees shall be in attendance in an advisory capacity.

1.2.2. Each member of the Committee cannot serve for more than 4 years in whatever capacity: either as a Trustee or external member.

1.2.3. The Chair of the Finance Committee shall be the Representation and Resources Officer.

1.2.4. Any Trustee may attend a meeting of the Finance Committee, even where he or she is not a formally appointed member of the Committee.

1.2.5. The Finance Committee may request the attendance of any Officer, Trustee or employee of the Guild to report on any matter raised by the committee.

1.2.6. The Finance Committee may appoint or instruct any external professional; advisor, legal or otherwise, to perform its functions.

1.3. *Quorum*

1.3.1. No business shall be transacted at a Finance Committee meeting unless a quorum is present. A quorum for Committee meetings shall be at least 3 members of the Committee, including at least one Trustee. The Committee shall meet at least 5 times a year.

1.4. *Main Duties*

1.4.1. To recommend to the Trustee Board a financially sustainable annual budget including the distribution of resources between membership,

business and support areas, and between revenue, capital, infrastructure, staff and non-staff costs.

1.4.2. To receive the monthly management accounts and regularly monitor the financial performance of the Guild, recommending appropriate action where necessary.

1.4.3. To approve amendments to the budget through the termly reforecast process.

1.4.4. To consider specific and one off capital expenditure items that arise during a financial year in addition to the original budget, up to a limit of £10,000 per item.

1.4.5. To approve changes in department budgets of over 5% or over £5,000, and up to a limit of £15,000 per item.

1.4.6. To approve tender recommendations (except for External Audit).

1.4.7. To oversee the Financial Procedures Manual and make recommendations to the Trustee Board.

1.4.8. To oversee the Investment Policy and make recommendations to the Trustee Board.

1.4.9. To oversee the Reserves Policy and make recommendations to the Trustee Board.

1.4.10. To provide guidance to Officers and the Management Team regarding financial matters of the Guild.

1.4.11. To consider new business opportunities presented as and when they arise for ultimate consideration by the Trustee Board.

1.4.12. To ensure expenditure is incurred in line with strategic goals.

1.4.13. To consider new projects that may generate significant income streams for ultimate consideration by the Trustee Board.

1.4.14. To consider new projects that may involve a significant allocation of resources for ultimate consideration by the Trustee Board.

1.4.15. To make other decisions of a financial nature as delegated by the Board of Trustees.

1.4.16. To appoint other professional advisors where necessary and request specialist advice as may be required to perform its role effectively.

1.5. *Reporting*

1.5.1. The Finance Committee will report to the Trustee Board regarding decisions, findings and recommendations made after every meeting.

2. HR Committee

2.1. *Purpose*

2.1.1. The purpose of the HR Committee is to ensure that the human resources of the Guild are working effectively to deliver the strategy and policy of the Guild.

2.2. *Membership/Composition*

2.2.1. The HR Committee shall consist of:
- Welfare Officer
- Housing and Community Officer
- 2 Trustees nominated by the Board of Trustees.
- 2 individuals of appropriate skills and expertise (of which 1 is independent and not otherwise associated with the Guild.)
- The Chief Executive and HR Manager or nominees shall be in attendance in an advisory capacity.

2.2.2. Each member of the HR Committee cannot serve for more than 4 years in whatever capacity: either as a Trustee or external member.
2.2.3. The Chair of the HR Committee shall be the Welfare Officer.
2.2.4. Any Trustee may attend a meeting of the HR Committee even where he or she is not a formally appointed member of the Committee.
2.2.5. The HR Committee may request the attendance of any Officer, Trustee or employee of the Guild to report on any matter raised by the Committee.
2.2.6. The HR Committee may appoint or instruct any external professional advisor, legal or otherwise to properly perform its functions.

2.3. *Quorum*

2.3.1. No business shall be transacted at a HR Committee meeting unless a quorum is present. The quorum for Committee meetings shall be at least 3 members of the Committee including at least 1 Trustee. The Committee shall meet at least 5 times per year.
2.3.2. The Chief Executive shall not take part in any decision concerning her/his remuneration.

2.4. *Main Duties*

2.4.1. To approve the Guild wide pay award (e.g. cost of living).
2.4.2. To agree any significant changes to remuneration systems.
2.4.3. To agree the remuneration of the Chief Executive.
2.4.4. To agree amendments to employee policies.
2.4.5. To receive the results of staff satisfaction surveys and agree any subsequent action to be taken.
2.4.6. To receive reports concerning employment statistics e.g. disability, equal opportunities, working time directive, absence and agree any subsequent action to be taken.
2.4.7. To oversee compliance with current employment legislation.

2.5. *Reporting*

2.5.1. The HR Committee will report to the Trustee Board regarding decisions made after every meeting.

3. Appointments Panel

3.1. *Purpose*

3.1.1. The purpose of the Appointments Panel is to identify and appoint Student Trustees in accordance with Article 11 of the Articles of Association and to appoint External Trustees and in accordance with Article 15. The Appointments Panel will also be responsible for the Trustees' induction, support and development.

3.2. *Membership and Composition*

3.2.1. The Appointments Panel will consist of:

- President;
- Chair of the Trustees;
- 2 representatives of the University of Birmingham;
- Representation and Resources Officer;
- 2 Full Members of the Guild elected in a cross campus ballot
- 2 members of the Guild Officer Group who are not Trustees;
- Postgraduate Students' Officer ; and
- Chief Executive or nominee shall be in attendance in an advisory capacity.

3.3. *Quorum*

3.3.1. No business shall be transacted at an Appointments Panel meeting unless a quorum is present. A quorum will be at least 5 members of the Panel one of whom must be the Chair of the Trustee Board, or the President or a representative of the University of Birmingham, and one of whom must be a student who is not a Guild Officer.

3.4. *Main Duties*

3.4.1. To recruit, shortlist and interview prospective Trustee candidates.

3.4.2. To carry out regular skills, experience and diversity audits of the Board of Trustees and identify the skills, experience, characteristics and backgrounds that are needed to provide high quality effective governance.

3.4.3. To prepare role descriptions, person specifications and an information pack for prospective Trustees and to be realistic about the time commitments involved and what is expected of each Trustee.

3.4.4. To prepare a recruitment plan and timetable, and to consider the most appropriate recruitment mechanisms.

3.4.5. To identify a list of prospective Trustees and develop their interest in the work of the organisation.

3.4.6. To meet the prospective members of the Board of Trustees, to scrutinise their suitability and to make recommendations to the Board of Trustees.

3.4.7. To induct, mentor and involve new members of the Board of Trustees.
3.4.8. To appoint the Chief Executive of the Guild.

3.5. *Reporting*

3.5.1. The Appointments Panel will report to the Trustee Board at least annually.

4. Audit and Risk Committee

4.1. *Purpose*

4.1.1. The purpose of the Audit and Risk Committee is to ensure that the Guild of Students complies with all relevant laws and regulations and that an internal system of accountability is formally set up. The members of the Committee are required to review and consider appropriate methods of controlling the Guild's activities (financial and otherwise).

4.2. *Membership and Composition*

4.2.1. The Audit & Risk Committee shall consist of:
- President
- 3 Trustees nominated by the Board of Trustees.
- 2 individuals of appropriate skills and expertise (of which 1 is independent and not otherwise associated with the Guild).
- Chief Executive and Finance Manager or nominees shall be in attendance in an advisory capacity.

4.2.2. Each member of the Committee cannot serve for more than 4 years in whatever capacity: either as a Trustee or external member.
4.2.3. The Chair of the Audit & Risk Committee shall be an External Trustee.
4.2.4. Any Trustee may attend a meeting of the Audit & Risk Committee, even where he or she is not a formally appointed member of the Committee.
4.2.5. The Audit & Risk Committee may request the attendance of any Officer, Trustee or employee of the Guild to report on any matter raised by the committee.
4.2.6. The Audit & Risk Committee may appoint or instruct any external professional; advisor, legal or otherwise, to advise it and allow the committee to perform its functions.

4.3. *Quorum*

4.3.1. No business shall be transacted at Audit & Risk Committee meeting unless a quorum is present. A quorum for Committee meetings shall be at least 3 members of the Committee, including at least one Trustee. The Committee shall meet at least 2 times a year.

4.4. *Main Duties*

4.4.1. To review the risk register of the Guild and any existing audit framework (both internal and external).
4.4.2. To structure and recommend appropriate levels of internal and external audit systems.
4.4.3. To monitor the performance of existing audit systems and to present regular reports to Trustee Board in respect of the results of any auditing exercise.
4.4.4. To advise on and ensure that audit checks are carried out in all key areas of the Guild's operations: in particular, legal, financial and tax management, investment policies and performance, health and safety and insurance.
4.4.5. To promote a culture of accountability throughout the Guild's operations and among its staff and members.
4.4.6. To review and advise the Trustee Board in respect of any matter which threatens or carries a risk for the Guild.
4.4.7. To institute and monitor any special or ad-hoc audit or investigation, providing a report of its findings to Trustee Board.
4.4.8. To liaise with external auditors and promote a more efficient and co-ordinated audit process involving internal and external auditors.
4.4.9. To monitor the frequency and scope of external audits.
4.4.10. To liaise with external auditors and review the preparation of the audit report.
4.4.11. To co-ordinate the relationship between the Board of Trustees and external auditors.
4.4.12. To review the documentation provided by the Board of Trustees to external auditors, for the preparation of the Guild's statutory accounts and other financial statements.
4.4.13. To advise the Board of Trustees on the appointment and to monitor the performance of external auditors.
4.4.14. To offer an ultimate port of call for the more urgent or sensitive concerns raised in respect of the Guild's integrity, financial and otherwise.
4.4.15. To review existing arrangements of external auditors (and their terms of business/engagement) and make recommendations to tender as and when appropriate.
4.4.16. To prepare the Guild's fraud response policy.
4.4.17. To receive whistle blowing reports, and public interest disclosures.

4.5. *Reporting*

4.5.1. The Audit & Risk Committee will report findings and recommendations to the Trustee Board after every meeting.

BYE-LAW 5 – "Your Ideas" and "Officer Question Time"

1. Powers

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

1.1.1. "Your Ideas", in which Full Members can influence and direct the work of the Guild

1.1.2. "Officer Question Time" in which Full Members can hold Guild Officers to account for their work

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. Hold all committees in Bye-law 6 of the Guild accountable.
1.2.5. Allow for debate on all ideas sent to NUS

2. Occurrences

2.1. The Process shall run throughout the academic year, with a minimum of three cycles of "Your Ideas". This will take place at least once in the Autumn Term, once in the Spring Term and once in the Summer Term.
2.2. The "Your Ideas" cycle will consist of the following stages:
2.2.1. Submission of Ideas,
2.2.2. Assessment of Ideas,
2.2.3. Online debate of Ideas,
2.2.4. Voting on Ideas,
2.2.5. Implementation of Ideas

3. "Your Ideas"

3.1. Any Full Member or Officer can submit Ideas relating to things they would like to change or introduce.
3.2. Ideas will be divided into four zones, as follows:
3.2.1. Education
3.2.2. Guild Development
3.2.3. Sports and Activities
3.2.4. Welfare and Community

3.3. Each zone will be the responsibility of at least one member of the Full Time Officer Group, who will provide a point of contact for issues concerning their zone. These will usually be divided as follows:

3.3.1. Education- Education Officer and Postgraduate Students' Officer
3.3.2. Guild Development- Representation and Resources Officer and President
3.3.3. Sports and Activities- Activities and Development Officer, Sports Officer
3.3.4. Welfare and Community- Welfare Officer, Housing and Community Officer

3.4. The above responsibilities will be confirmed at the beginning of each Academic Year and may change from time to time
3.5. Full Members may submit Ideas online at any point in the Academic Year
3.6. Any Ideas received during the cycle shall be passed to the Assessment Group for consideration prior to being made available online
3.7. Ideas are available online for up to one week, and Full Members are able to comment and debate on these during this period
3.8. All Full Members are able to vote on the Ideas for a period of up to one week

4. The Assessment Group

4.1. The Assessment Group shall consist of 11 members:
4.1.1. The Representation and Resources Officer and 4 Full Time Officers, elected from the Full Time Officer Group.
4.1.2. Four Liberation Representatives- one Woman student, one BME student, one student who defines as Lesbian, Gay, Bisexual, Transgender or Queer (LGBTQ) and one Disabled student
4.1.3. One Postgraduate member
4.1.4. One Full member (open place

4.2. Except for the Full Time Officers, all members of the Assessment Group will be elected in a cross-campus ballot
4.3. In order to be elected as a Liberation representative, a member must self-define within the relevant identity
4.4. In order to vote in an election for a Liberation representative, a member must self-define within the relevant identity
4.5. The Assessment Group shall consider all Ideas put forward into the Process. They will meet once during each cycle of the Process in advance of Ideas being made public online.
4.6. The Assessment Group will check all Ideas and provide advice on legal, reputational, financial, practical, or liberation related concerns. If a concern is raised, Assessment Group will:
4.6.1. Ask the Full Member proposing the Ideas to consider revisions to the Idea or alternative Ideas, which can then be taken forward into the Process
4.6.2. Explain to the Full Member proposing the Ideas why the Idea cannot go forward into the Process
4.7. The Assessment Group may decide that an Idea should only be voted on by Full Members who self-define into one or more liberation groups.
4.8. The quorum for the Assessment Group 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. Resolutions of the Assessment Group may be made via email if required.

4.9. If an Idea has a direct impact upon a Liberation group, and the relevant Liberation representative is not present at the meeting of the Assessment Group, they will be consulted prior to the Idea being published.

5. Online Debate

5.1. Ideas will be available for comments from Full Members for up to one week
5.2. Comments will be moderated to ensure no defamatory comments or those breaching the Guild's Zero Tolerance Policy are published
5.3. 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
5.4. Where voting on an Idea has been identified as being limited to specific Liberation groups, only Full Members identifying into those groups will be able to make comments

6. Voting

6.1. Every Full Member is entitled to ONE vote only. Voting will ordinarily take place online. In the event that the Assessment Group decides that an Idea should only be voted on by members who identify into one or more liberation groups, only those self-defining into these identities will be entitled to a vote.
6.2. . The quorum will be determined at the start of the academic year.,
6.3. For Liberation groups, the quorum will be determined at the start of the academic year.
6.4. In order for an Idea to pass, it must receive at least 50% + 1 of votes cast

7. Officer Question Time

7.1. Guild Officers will be held to account through Officer Question Time meetings
7.2. Officer Question Time meetings will be held at least once in the Autumn Term, once in the Spring Term and once in the Summer Term.
7.3. Any Full Member can attend and ask questions
7.4. The Guild Officer Group will present a review of their work at each meeting and then take questions from Full Members
7.5. Members of the Assessment Group can be questioned in relation to their role in the Assessment Group. Questions for Assessment Group Representatives must be submitted in advance. The relevant member will then be informed of the question and given time to prepare a response in advance of the meeting.
7.6. Other Officers (as described in Bye-Law 7) can be questioned in relation to their Officer role. Questions for these Officers must be submitted in advance. The relevant Officer will be informed of the question and given time to prepare a response in advance of the meeting.

7.7. 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 the Guild Officer Discipline & Appeal Policy

1. Recording of Officer Question Time

1.1. Officer Question Time meetings may be streamed online to all Full Members of the Guild.

1.2. Officer Question Time meetings may be recorded to provide a summary of the meeting to all Full Members of the Guild.

Decisions made through the Process shall be made available online for Full Members to view

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
- Residents' Executive
- Student Groups Executive
- Nominations Committee
- Student Equality and Diversity Committee

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. Each Committee shall present a report, available online to all Full Members, after every meeting outlining a true and accurate description of the work carried out by the Committee since the date of the previous report, as laid down in the minutes of the Committee meetings.

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.

2.7. Any member of a Committee of the Guild may resign at any time in writing to the President 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, Full Members, and/or Guild of Students' Staff members.

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 their Terms of Reference document.

5.2. Full Members may attend and speak at meetings of Committees of the Guild.

5.3. The only exception to the right of a Full Member to attend and speak at meetings of Committees of the Guild shall be when the meeting is discussing Reserved Business as determined by the Chair. At such discussions, unless the Meeting decides otherwise, only voting members of the Committee and the Chair of the Committee may be present.

5.4. All Reserved Business shall be notified in outline as part of committee reports available to all Full Members identifying the issue without reference to named individuals.

5.5. A Committee of the Guild shall neither engage upon expenditure in excess of the grant allocated to it by the Trustee Board, nor incur any exceptional expenditure without the prior approval of the Trustee Board who shall consider such questions and, if it deems necessary approve them.

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 OfficersThe 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 arising
6.3.3. Co-ordinate the submission of items for Officer Question Time 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 Officer Question Time 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 political and campaigning 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 OfficersThe Chief Executive or nominee, shall be in attendance.

7.3. *Main Duties*

7.3.1. Decide, coordinate and review Guild Campaigns.
7.3.2. Provide a representative voice for the constituencies of the membership.
7.3.3. Act as a consultative body.
7.3.4. Review the impact of Guild campaigning activity.

8. Residents' Executive

8.1. *Purpose*

8.1.1. The Residents' Executive shall:

- Work with the Full – Time Officer Group to co-ordinate all activities in relation to University owned student accommodation;
- Represent actively all students in University owned student accommodation;
- Provide a support forum and decision-making body for all Residents' Associations;
- Ensure effective representation on all University committees and working parties pertaining to University owned student accommodation.

8.2. *Membership/Composition*

The Residents' Executive shall consist of:

- Housing and Community Officer (Chair)
- All elected officers of recognised Residents' Association committees
- Any other members of the Guild Officer Group as invited by the Chair
- The Chief Executive or nominee shall be in attendance.

-

8.3. *Main Duties*

8.3.1. Have power to set up sub-committees and advisory committees which shall have responsibility for such Residents' Executive business as is vested in them by the Bye-Laws. Such committees shall be under the control of and report to the Committee.
8.3.2. Inform Full Members of issues relevant to them by using existing Guild communications, and other media, as provided.
8.3.3. Establish and maintain contact with other student accommodation and representative organisations in the Guild, University, locally, nationally and internationally.

Be responsible for the preparation of Ideas to be considered by Guild Democratic Processes, on student accommodation, in the Guild and University, and on a broader scale as appropriate.

8.3.4. Liaise with internal and external bodies on relevant matters.

9. Student Groups Executive

9.1. *Purpose*

9.1.1. The Student Groups Executive shall be responsible for actively representing all Full Members involved in Student Activities.

9.2. *Membership/Composition*

9.2.1. The Student Groups Executive shall consist of:
- Activities and Development Officer ex officio(Chair)
- Sports Officer
- Representation and Resources Officer
- 3 elected Full Members who are also committee members of a student group. (Maximum of 1 committee member per Student Group may stand and be elected)
- The Chief Executive or nominee shall be in attendance.

9.2.2. The quorum for this committee will be four members

9.3. *Main Duties*

9.3.1. Be the committee responsible for recognising and derecognising Societies in line with Society Recognition Guidelines.
9.3.2. Feed into the strategic direction and running of Student Activities.
9.3.3. Have the power to set up sub-committees and advisory committees which shall have responsibility for such Student Activities business as is vested in them by the Bye-Laws.

9.3.4. The power to decide on changes to society constitutions
9.3.5. Have the power to make recommendations on Student Group Grant Allocations and report these to the Finance Committee.

10. Nominations Committee

10.1. *Purpose*

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

10.2. *Membership*

10.2.1. 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

10.3. *Main Duties*

10.3.1. Be the committee responsible for accepting and recognising those persons who have been nominated for Honorary Life Membership of the Guild of Students
10.3.2. Have the power to approve or reject Honorary Life Membership based on the criteria for Honorary Life Membership set out in the Guidance documents

11. Student Equality and Diversity Committee

11.1. *Purpose*

11.1.1. The Student Equality and Diversity Committee shall be responsible for actively representing all Full Members and all Liberation Associations. As such it will promote best practice with regards equality and diversity issues to the University and wider community as well as delivering campaigns on issues affecting current students.

11.2. *Membership*

11.2.1. The Student Equality and Diversity Committee shall consist of:

- Welfare Officer (Chair)
- Activities and Development Officer
- LGBTQ Officer
- Ethnic Minority Officer
- International Students' Officer
- Womens' Officer
- Disabled Students' Officer
- Anti Racism Anti Fascism Officer
- 2 Full Members elected in a cross campus ballot
- Other Representation Associations as appropriate
- The Chief Executive or nominee shall be in attendance.
- Other invited attendees as required

11.3. *Main Duties*

11.3.1. Support the work of Liberation Associations and other Representation Associations as appropriate.
11.3.2. Promote best practice within Liberation Associations and other Representation Associations as appropriate with regards to campaigns and representation of members.
11.3.3. Facilitate student discussion and action on issues relating to Equality and Diversity.
11.3.4. Consult with the University and wider community regarding issues surrounding equality and diversity, promoting best practice.
11.3.5. Make recommendations to Guild Committees, Officers and other relevant bodies on issues relating to Liberation and Equality and Diversity.
11.3.6. Review the Guild of Students Equality and Diversity Policy on an annual basis.
11.3.7. Inform relevant Guild of Students' Committees, Officers and staff members any events, information or activities of interest in the area of equality and diversity.

BYE-LAW 7 - Officers

1. Categories of Officers

1.1. There shall be the following categories of officers:
- Guild Officers
- Guild Delegates and Observers to Conferences of N.U.S.
- Officials of Guild Committees.
- Officials of Guild Associations.

2. Accountability

2.1. All officers (except Liberation Officers), shall be fully accountable through the Officer Question Time meetings for their activities.

2.2. Amendments to the Bye-Laws to alter the remits and responsibilities of any officer shall not necessitate the re-election or re-appointment of a person to that office.

3. Discipline and Conduct of Officers

3.1. Provision for the investigation and discipline of Officers of the Guild shall be outlined in the Officer Discipline & Appeals Policy.

4. Communication with the Media

4.1. Except with the permission and authority of the President, no officer, with the exception of the President, may discuss with external media any matter concerning the Guild.

5. Guild Policy

5.1. Guild Policy shall be upheld by all Officers in the course of their duties and work.

6. Election and Period of Office

6.1. Officers of the Guild shall be elected at times set by the Returning Officer and in accordance with the Bye-Laws.

7. Restrictions on Officers of the Guild

7.1. Any Member elected to be a Full-Time Officer shall cease to be a member of any Guild Committee (other than *ex officio*).

8. Guild Officers

8.1. All Guild Officers shall hold office during the dates outlined in the Guild Policy Documents.

8.2. The position of Postgraduate Students' Officer shall be elected by consent of Returning Officer at the start of the Autumn Term, holding office from their election for one year, until the following year's election.

8.3. The Full-Time Officers shall be:

- President
- Education Officer
- Representation and Resources Officer
- Welfare Officer
- Housing and Community Officer
- Activities and Development Officer
- Sports Officer
- Postgraduate Students' Officer

The Part-Time Officers shall be:

- International Students' Officer
- Community Action Officer
- Satellite Sites' Officer
- Home Students' Officer
- Anti-Racism; Anti-Fascism Officer
- Ethical and Environmental Officer
- Mature and Part-time Students Officer

8.4. The Liberation Officers shall be:

- Lesbian, Gay, Bisexual, Trans and Queer Students' Officer
- Ethnic Minority Students' Officer
- Disabled Students Officer
- Women's Officer

8.5. General Guidelines on Guild Officers

8.5.1. All Guild Officers have a responsibility to represent the needs of all Full Members on all campuses.
8.5.2. All Guild Officers must act in the best interests of the Guild at all times.
8.5.3. All Guild Officers shall take an active role in leading, organising and promoting Guild campaigns.
8.5.4. All Guild Officers shall adhere to the Officer's Code of Conduct at all times. This can be found within the Officer Discipline Policy
8.5.5. All Guild Officers shall have specific responsibilities and these may be reviewed, from time to time, by the President subject to ratification as soon as possible by the Full Members at Officer Question Time.
8.5.6. The positions and remits of all Guild Officers shall be reviewed on a regular basis.
8.5.7. Where Part-Time Officers within their remit co-convene standing Guild Societies or Associations, they help ensure, drive and coordinate campaigns

relating to the groups or the broad objectives of their role and remit. The Guild Society/Association chair explicitly remains responsible for ensuring the organisation of the groups and is accountable for its activities.

8.5.8. Upon taking office, Part-Time Officers must cease to undertake any promotional work. Promotional work is defined as 'The publications of external products, organisations or ventures to increase sales for personal financial gain'. This includes commercial activity by the Guild of Students.

8.6. Reports

8.6.1. Each Guild Officer shall present an update of their work to each Officer Question Time meeting, outlining their activities in the relevant period.

8.7. Duties of Officers

8.7.1. President

- As Chair of both the Full – Time Officer Group and the Guild Officer Group the President shall act in a leadership role and be responsible for supporting each Full-Time Officer in their role. The President is also responsible for ensuring the effective co-operation and communication within the Officer Team, mediating any disputes when they arise.
- The President shall:
    - Ensure that the Guild of Students maintains a productive working relationship with the University and other external partners.
    - Ensuring that the Guild operates to a high standard in comparison with other students' unions and comparable third sector organisations.
    - Oversee media and external relations
    - Monitor the progress and development of the Guild in conjunction with the Memorandum and Articles of Association, Mission Statement, and Strategic Plan and periodically to review those as appropriate.
    - Ensure the Guild of Students complies with the provisions of the Bye-Laws.
    - Support the Education Officer relating to academic matters.
    -
    - In conjunction with the Officer Team, liaise with and advise the Chief Executive on matters relating to the Guild.
    - Be Vice-Chair of the Trustee Board
    - Be a Trustee of the Guild.
    - Be a member of University Council.
    - Be ultimately accountable for the Guild of Students complying with the provisions of the Bye-Laws and adhering to changes made through "Your Ideas", policy and Beliefs and Commitments, particularly where relevant to their Officer portfolio.
    - Oversee the Guild's effectiveness as a campaigning organisation
    - Act as Deputy Chair of Officer Question Time meetings as required
    - Build and develop the Guild's ability to effect positive change on issues decided by the Membership.

- Perform duties relevant to the role of a Full-Time Officer in the Guild of Students; these shall include but are not limited to:
    - Promote the Guild and its work to new and returning students by participating fully in Guild-organised activities during Welcome Week.
    - Work with other Officers to campaign on key student issues.
    - Attend all relevant committee meetings as required.
    - Represent students on relevant university committees.
    - Represent students in academic appeals and mitigations.
    - Represent students at relevant national events.
    - Work with the University to support and encourage underrepresented students to study at the University of Birmingham.
    - Involved in making relevant decisions regarding the resources of the Guild of Students as required.

8.7.2. Education Officer

- The Education Officer shall:
    - Lead the formulation of Guild policy on education and oversee its execution.
    - Ensure that students are represented throughout the University on academic issues.
    - Maintain a productive working relationship with the University on academic issues.
    - Work with relevant staff members to ensure that representatives are empowered to achieve positive change on behalf of students through the provision of training, advisory briefings and/or other services.
    - Monitor the progress and impact of Guild representation in addressing the concerns of students on academic issues.
    - Be the Guild lead on the Student Representation System as co-chair of the Student Representation System Advisory Board.
    - Be the Guild lead on issues relating to the academic infrastructure, including being the key point of contact on matters relating to Institutional Audit.
    - Oversee the development and dissemination of the Guild's Student Voice Report.
    - Be a Trustee of the Guild.
    - In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
    - Be ultimately accountable for the Guild of Students complying with the provisions of the Bye-Laws and adhering to changes made through "Your Ideas", policy and Beliefs and Commitments, particularly where relevant to their Officer portfolio.
    - Oversee the Guild's effectiveness as a campaigning organisation
    - Act as Deputy Chair of Officer Question Time meetings as required
    - Perform duties relevant to the role of a Full-Time Officer in the Guild of Students; these shall include but are not limited to:

- Promote the Guild and its work to new and returning students by participating fully in Guild-organised activities during Welcome Week.
- Work with other Officers to campaign on key student issues.
- Attend all relevant committee meetings as required.
- Represent students on relevant university committees.
- Represent students in academic appeals and mitigations.
- Represent students at relevant national events.
- Work with the University to support and encourage underrepresented students to study at the University of Birmingham.
- Involved in making relevant decisions regarding the resources of the Guild of Students as required.

8.7.3. Representation and Resources Officer

- The Representation and Resources Officer shall:
  - Be the lead Officer involved in the financial issues of the Guild of Students.
  - Responsible for overseeing the commercial and franchise activities of the Guild of Students
  - Lead the formulation of Guild policy on democracy and oversee its execution.
  - Work with relevant staff members in encouraging Full Members to participate in Elections, "Your Ideas" and Officer Question Time meetings.
  - Work with relevant staff members to ensure that the Guild of Students is effectively communicating with students across a variety of media.
  - Have responsibility for all membership disciplinary matters with the Guild.
  - Support the Education Officer on matters relating to academic representation.
  - Work with relevant staff members to deliver a varied schedule of entertainments, accessible to all students.
  - Maintain a productive working relationship with the University over issues relating to democracy, membership discipline and entertainments.
  - Sit on relevant internal Ethical and Environmental Committees.
  - Be a Trustee of the Guild.
  - In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
  - Be ultimately accountable for the Guild of Students complying with the provisions of the Bye-Laws and adhering to changes made through "Your Ideas", policy and Beliefs and Commitments, particularly where relevant to their Officer portfolio.
  - Oversee the Guild's effectiveness as a campaigning organisation
  - Act as Deputy Chair of Officer Question Time meetings as required
  - Perform duties relevant to the role of a Full-Time Officer in the Guild of Students; these shall include but are not limited to:
    - Promote the Guild and its work to new and returning students by participating fully in Guild-organised activities during Welcome Week.
    - Work with other Officers to campaign on key student issues.

- Attend all relevant committee meetings as required.
- Represent students on relevant University committees, including acting as the Guild representative for College activities.
- Represent students in academic appeals and mitigations.
- Represent students at relevant national events.
- Work with the University to support and encourage underrepresented students to study at the University of Birmingham.
- Involved in making relevant decisions regarding the resources of the Guild of Students as required.

8.7.4. Welfare Officer

- The Welfare Officer shall:
  - Be responsible for the formulation of Guild policy on issues related to student welfare and safety, and oversee its execution.
  - Maintain a productive working relationship with the University over issues relating to the general well-being and safety of Full Members.
  - Be responsible for promoting Equality and Diversity in all aspects of the organisation.
  - Be responsible for the support of Liberation Officers and Associations as well as supporting the work of all Associations through the Student Equality and Diversity Committee.
  - Promote and enhance the rights of all students.
  - Be a Trustee of the Guild.
  - In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
  - Be ultimately accountable for the Guild of Students complying with the provisions of the Bye-Laws and adhering to changes made through " Your Ideas", policy and Beliefs and Commitments, particularly where relevant to their Officer portfolio.
  - Oversee the Guild's effectiveness as a campaigning organisation
  - Act as Deputy Chair of Officer Question Time meetings as required
  - Perform duties relevant to the role of a Full-Time Officer in the Guild of Students; these shall include but are not limited to:
    - Promote the Guild and its work to new and returning students by participating fully in Guild-organised activities during Welcome Week.
    - Work with other Officers to campaign on key student issues.
    - Attend all relevant committee meetings as required.
    - Represent students on relevant university committees, including acting as the Guild representative for College activities.
    - Represent students in academic appeals and mitigations.
    - Represent students at relevant national events.
    - Work with the University to support and encourage underrepresented students to study at the University of Birmingham.
    - Involved in making relevant decisions regarding the resources of the Guild of Students as required.

8.7.5. Housing and Community Officer

- The Housing and Community Officer shall:
    - Lead the formulation of Guild policy on issues related to student housing and community relations, and oversee its execution.
    - Maintain a productive working relationship with community partners over issues relating to students in the community.
    - Ensure students are represented on local community fora.
    - Maintain a productive working relationship with the University over issues relating to the management of all Halls of Residence.
    - Shall oversee the work of the Guild's Residence Associations, taking a lead in encouraging students to participate in the communal life of their Hall.
    - Shall oversee the Guild's work to combat crime in student areas of Birmingham.
    - Work with the Home Students' Officer to ensure that the Guild is accessible to and supportive of those students who continue to live at home whilst studying at the University of Birmingham.
    - Be a Trustee of the Guild.
    - In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
    - Be ultimately accountable for the Guild of Students complying with the provisions of the Bye-Laws and adhering to changes made through "Your Ideas", policy and Beliefs and Commitments, particularly where relevant to their Officer portfolio.
    - Oversee the Guild's effectiveness as a campaigning organisation
    - Act as Deputy Chair of Officer Question Time meetings as required
    - Perform duties relevant to the role of a Full-Time Officer in the Guild of Students; these shall include but are not limited to:
        - Promote the Guild and its work to new and returning students by participating fully in Guild-organised activities during Welcome Week.
        - Work with other Officers to campaign on key student issues.
        - Attend all relevant committee meetings as required.
        - Represent students on relevant university committees, including acting as the Guild representative for College activities.
        - Represent students in academic appeals and mitigations.
        - Represent students at relevant national events.
        - Work with the University to support and encourage underrepresented students to study at the University of Birmingham.
        - Involved in making relevant decisions regarding the resources of the Guild of Students as required.

8.7.6. Activities and Development Officer

- The Activities and Development Officer shall:
    - Lead the formulation of Guild policy on student activities and development, and oversee its execution.

- Work with relevant staff members to ensure that all Students Group Executive Members are empowered to organise high-quality activities for the benefit of students through the provision of training, advisory briefings and other services.
- Lead the Guild of Students' work to enhance the personal development and future employability of Full Members.
- Work with the University to ensure that the work of Student Group Executive Members is accredited and that the positive impact of student groups is recognised.
- Maintain a productive working relationship with the University over issues relating to student activities and events.
- Be the Editor-in-Chief of all official Guild publications.
- Be a Trustee of the Guild
- If budgets allow, attend the national R.A.G. (raising and giving) Conference every year with at least one member of staff. The Activities and Development Officer shall also invite other Full-Time officers to attend if they wish.
- In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
- Be ultimately accountable for the Guild of Students complying with the provisions of the Bye-Laws and adhering to changes made through "Your Ideas", policy and Beliefs and Commitments, particularly where relevant to their Officer portfolio.
- Oversee the Guild's effectiveness as a campaigning organisation
- Act as Deputy Chair of Officer Question Time meetings as required
- Perform duties relevant to the role of a Full-Time Officer in the Guild of Students; these shall include but are not limited to:
    - Promote the Guild and its work to new and returning students by participating fully in Guild-organised activities during Welcome Week.
    - Work with other Officers to campaign on key student issues.
    - Attend all relevant committee meetings as required.
    - Represent students on relevant university committees, including acting as the Guild representative for College activities.
    - Represent students in academic appeals and mitigations.
    - Represent students at relevant national events.
    - Work with the University to support and encourage underrepresented students to study at the University of Birmingham.
    - Involved in making relevant decisions regarding the resources of the Guild of Students as required.

8.7.7. Sports Officer

- The Sports Officer shall:
    - Lead the formulation of Guild policy on issues related to sport and healthy living, and oversee its execution.

- Work with relevant staff members and the University to provide all Full Members with the opportunity to be involved in sporting activities; at both participation and performance levels.
- Promote student-led sport and where possible ensure sport is student-led throughout the University.
- Maintain a productive working relationship with the University over issues relating to the management of University of Birmingham Sports.
- Work with the University to ensure that campus facilities are accessible and sufficient for those Full Members participating in sport.
- Work with the University to ensure that student participation in sport is accredited and that the positive impact made by sports clubs is recognised.
- Help Full Members live healthier lives by providing Full Members guidance on relevant issues.
- Act as a key contact for British Universities and Colleges Sport (BUCS) and any other sport-focused external organisations that the Guild is in partnership with.
- Be a Trustee of the Guild.
- In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
- Be ultimately accountable for the Guild of Students complying with the provisions of the Bye-Laws and adhering to changes made through "Your Ideas", policy and Beliefs and Commitments, particularly where relevant to their Officer portfolio.
- Oversee the Guild's effectiveness as a campaigning organisation
- Act as Deputy Chair of Officer Question Time meetings as required
- Perform duties relevant to the role of a Full-Time Officer in the Guild of Students; these shall include but are not limited to:
    - Promote the Guild and its work to new and returning students by participating fully in Guild-organised activities during Welcome Week.
    - Work with other Officers to campaign on key student issues.
    - Attend all relevant committee meetings as required.
    - Represent students on relevant university committees, including acting as the Guild representative for College activities.
    - Represent students in academic appeals and mitigations.
    - Represent students at relevant national events.
    - Work with the University to support and encourage underrepresented students to study at the University of Birmingham.
    - Involved in making relevant decisions regarding the resources of the Guild of Students as required.

8.7.8. Postgraduate Students' Officer (who would be expected to be a postgraduate student)

- Lead the formulation of Guild policy on postgraduate matters and oversee its execution.
- Ensure that postgraduate students are represented throughout the University on academic issues.
- Maintain a productive working relationship with the University on postgraduate issues.
- Work with relevant staff members to ensure that postgraduate representatives are empowered to achieve positive change on behalf of students through the provision of training, advisory briefings and/or other services.
- Be the Guild lead on the Student Representation System (Research Model) and other relevant postgraduate elements of the scheme. Provide PG student views to committees such as GSMB, and SRSAB.
- Monitor the progress and impact of Guild representation in addressing the concerns of students on postgraduate issues.
- Be the Guild lead on issues relating to the academic experience and welfare of postgraduate students, including being the key point of contact for the Graduate School Management Board
- Support the work (which may include chairing) of the Postgraduate and Mature Students Association.
- In the absence of the President or other Full-Time Officers, undertake delegated duties of the Full-Time Officer Team.
- Be ultimately accountable for the Guild of Students complying with the provisions of the Bye-Laws and adhering to changes made through "Your Ideas", policy and Beliefs and Commitments, particularly where relevant to their Officer portfolio.
- Oversee the Guild's effectiveness as a campaigning organisation
- Act as Deputy Chair of Officer Question Time meetings as required
- Perform duties relevant to the role of a Full-Time Officer in the Guild of Students; these shall include but are not limited to:
    - Promote the Guild and its work to new and returning students by participating fully in Guild-organised activities during Welcome Week.
    - Work with other Officers to campaign on key student issues.
    - Attend all relevant committee meetings as required.
    - Represent students on relevant university committees.
    - Represent students in academic appeals and mitigations.
    - Represent students at relevant national events.
    - Work with the University to support and encourage underrepresented students to study at the University of Birmingham.
    - Involved in making relevant decisions regarding the resources of the Guild of Students as required.

8.7.9. International Students' Officer (who would be expected be a non UK national student)

- The International Students' officer shall:
  - Campaign on issues related to International Students.
  - Support the work (which may include chairing) of any relevant Representation Association
  - Promote the interests of international students to the University of Birmingham, the Guild and wider as appropriate.

8.7.10. Community Action Officer

- The Community Action Officer shall:
  - Support the work (which may include) of any relevant Representation Association
  - Promote student image and interests in the community to the University of Birmingham, the Guild and wider as appropriate.
  - Promote student volunteering in local projects and agencies.

8.7.11. Satellite Sites Officer (who would be expected to be a Full Member placed on a University of Birmingham site other than the main Edgbaston Campus.

- The Satellite Sites Officer shall:
  - Campaign on issues of interest/concern to students studying on Satellite Sites access.
  - Support the work (which may include) of any relevant Representation Association
  - Promote the interests of students who are not placed on Edgbaston campus to the University of Birmingham, the Guild and wider as appropriate.
  - Act as a link between the Guild and all of the University of Birmingham's satellite sites and any committees thereof.
  - Be responsible, with the support of the Guild Officer Group, for the promotion of the Guild throughout all the sites of the University of Birmingham.

8.7.12. Home Students' Officer (who would be expected to be a Full Member normally resident in or around Birmingham)

- The Home Students Officer shall:
  - Campaign on issues of interest/concern to Home Students.
  - Support the work (which may include chairing) of any relevant Representation Association.
  - Promote the interests of Full Members who are resident in their permanent residence as registered at the University of Birmingham, the Guild and wider as appropriate.

8.7.13. Anti-Racism; Anti-Fascism Officer

- The Anti-Racism Anti-Fascism Officer shall:
  - Campaign on issues related to removing racism and fascism.
  - Support the work (which may include chairing) of any relevant Representation Association or committee
  - Attend the Student Equality and Diversity Committee
  - Promote tolerance, respect and diversity to the University of Birmingham, the Guild and wider as appropriate, and in line with the Guild Equality and Diversity policy and the University of Birmingham's Race Equality Policy.

8.7.14. Ethical and Environmental Officer

- The Ethical and Environmental Officer shall:
  - Campaign on issues related to the environment and ethical considerations.
  - Support the work (which may include chairing) of any relevant Representation Association or committee
  - Promote environmentally friendly and ethically sound policy and practice to the University of Birmingham, the Guild and wider as appropriate.

8.7.15. Lesbian, Gay, Bisexual, Trans and Queer Students' Officer (who shall self-define as a Lesbian, Gay, Bisexual, Trans or Queer Full Member)

- The Lesbian, Gay, Bisexual, Trans and Queer Students' Officer shall:
  - Campaign on issues of concern for LGBTQ students.
  - Co-Chair and be a signatory for the LGBTQ Association and ensure that an Annual General Meeting is held to elect the committee.
  - Promote the interests of LGBTQ students to the University of Birmingham, the Guild and wider as appropriate.
  - Attend the Student Equality and Diversity Committee
  - To run the LGBTQ Association in the absence of a committee

8.7.16. Ethnic Minority Officer (who is expected to self-define as an Ethnic Minority Full Member)

- The Ethnic Minority Officer shall:
  - Campaign on issues of concern to students of an ethnic minority.
  - Co-Chair and be a signatory for the Birmingham Ethnic Minority Association and ensure that an Annual General Meeting is held to elect the committee
  - Promote the interests of Ethnic Minority students to the University of Birmingham, the Guild and wider as appropriate.
  - Attend the Student Equality and Diversity Committee

- To run the Birmingham Ethnic Minority Association in the absence of a committee

8.7.17. Disabled Students' Officer (who is expected to self-define as a Full Member with a disability)

- The Disabled Students Officer shall:
  - Campaign on issues of concern to students with disabilities.
  - Co-Chair and be a signatory for the Disability and Mental Health Association and ensure that an Annual General Meeting is held to elect the committee.
  - Promote the interests of students with disabilities to the University of Birmingham, the Guild and wider as appropriate.
  - Attend the Student Equality and Diversity Committee
  - To run the Disability and Mental Health Association in the absence of a committee

8.7.18. Women's Officer (who is expected to be a Full Member who self-define as a woman)

- The Women's Officer shall:
  - Campaign on issues of concern to women and non-binary students.
  - Co-Chair and be a signatory for the Women's Association and ensure that an Annual General Meeting is held to elect the committee
  - Promote the interests of women and non-binary students to the University of Birmingham, the Guild and wider as appropriate striving towards
  - Attend the Student Equality and Diversity Committee
  - To run the Women's Association in the absence of a committee

8.7.19. Mature and Part-time Students' Officer (who would be expected to be either a mature student, aged over 21 or over at the beginning of their undergraduate course, or aged 25 or over at the beginning of their postgraduate course, or a part-time student)

- The Mature and Part-time Students' Officer shall:
  - Campaign on issues related to Mature and Part-time Students
  - Support the work (which may include chairing), of any relevant Representation Association (Postgraduate and Mature Students Association, Home Students Association, Student Parents and Carers Association)
  - Promote the interests of Mature and Part-time Students to the University of Birmingham, the Guild and wider as appropriate
  - Ensure that the Guild actively promotes initiatives to ensure that the welfare and interests of Mature and Part-time students are protected.

9. Chairpersons of Officer Question Time

9.1. The Chairperson of Officer Question Time shall be a Full Member elected in a cross campus ballot

9.2. The Chairperson of Officer Question Time shall refrain from demonstrating bias at any point whilst acting in an official capacity at a meeting of Officer Question Time

9.3. *The Chairperson shall*:

9.3.1. Chair all meetings of Officer Question Time.

9.3.2. Ensure that minutes and records of Officer Question Time are kept and manage its correspondence and notices.

9.3.3. Ensure that agendas and papers for Officer Question Time are available to all Full members.

9.3.4. As part of their role as chair, rule on matters relating to the agenda items.

10. Guild Delegates and Observers to Conferences of NUS.

10.1. *Election*

10.1.1. The delegates and observers to NUS Annual Conference shall be elected by cross campus ballot.

10.1.2. All delegates and Observers to all other NUS conferences shall be agreed by the Guild Officer Group. Delegations to Liberation Conferences shall be elected by cross campus ballot restricted to self-defining members only.

10.1.3. The President or nominee shall attend all NUS National Conferences as Delegation Leader.

10.2. *Period of Office*

10.2.1. The term of office of a Guild Delegate or Observer shall be from his or her election until another election is held.

10.2.2. An election shall be held at least once every year.

BYE-LAW 8 – Elections

1. Scope

1.1. This Bye-Law shall apply to all Guild elections.

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.

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 it come together with the ballot papers unless the validity or conduct of the election is questioned.

6.2. The voting register and ballot papers shall be kept for 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 his representative shall decide the issue by drawing lots, having given the candidates prior notification.

8. Election of Re-open Nominations

8.1. The election of Re-open Nominations shall result in nominations being re-opened as soon as possible, and a By-election being held.

8.2. This shall not affect the return of any candidate elected before Re-open Nominations in a multi-member election.

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.

BYE-LAW 9 – Student Activities

1. Definition

1.1. A Student Group is a group of Members led by a committee of Full Members representing an area of interest to its members. There shall be the following types of Student Groups within the Guild:

- Representation Associations
- Liberation Associations
- Religious and Belief Student Groups
- Societies
- Volunteering Projects
- Sport Clubs
- Residents' Associations

1.2. Privileges of a Student Group, subject to the Disciplinary Procedure, include:

1.2.1. Use of the prefix "University of Birmingham" and/or "Guild of Students" in its name
1.2.2. Use of the Guild and its facilities and services
1.2.3. Having notices in such Official Communications and Guild Publications as the Full – Time Officer Group deems fit.
1.2.4. Consent to display publicity in the Guild in accordance with the Student Groups Policy.
1.2.5. Access to financial grants from the Guild of Students as specified in the Student Groups Policy.

2. Reports

2.1. Student Groups will report to relevant Guild Committees on request.

3. Representation Associations

3.1. *Definition and Purpose*

3.1.1. Representation Associations are groups that can be defined as being at a disadvantage (or at risk of) within Higher Education. *Note: this does not extend to the wider society or include oppression of members*

3.2. *Main Duties*

3.2.1. Representation at all levels of the Guild to ensure the voice of disadvantaged groups is heard.
3.2.2. Provide the opportunity for people to network and meet likeminded people.
3.2.3. To campaign on issues relating to the group within Higher Education.

3.2.4. To provide information to its members and raise awareness of issues and support structures that may be relevant to members.

3.3. *Dissolution*

3.3.1. Representation Association projects are subject to de-recognition if they do not meet certain audit requirements.

4. Liberation Associations

4.1. *Definition and Purpose*

4.1.1. Liberation groups can be defined as being disadvantaged and at risk of oppression within Higher Education.

4.1.2. The Guild of Students' Liberation Associations shall be:

- Lesbian, Gay, Bisexual, Trans and Queer Association (LGBTQ)
- Women's Association
- Disability and Mental Health Student's Association (DAMSA)
- Birmingham Ethnic Minority Association (BEMA)

4.2. *Main Duties*

4.2.1. Representation at all levels of the Guild to ensure the voice of disadvantaged groups is heard.

4.2.2. Provide the opportunity for people to network and meet likeminded people.

4.2.3. To campaign on issues relating to the disadvantaged group within Higher Education.

4.2.4. To provide information to its members and raise awareness of issues and support structures that may be relevant to members.

4.3. *Dissolution*

4.3.1. The Part – Time Officer will act as chair of the Liberation Association and ensure that committees are elected and supported effectively. The Part – Time Officer will run the Liberation Association in the absence of a committee (or other requirements not being fulfilled).In the absence of either a committee, a Part – Time Officer or the Welfare Officer will run the Association.

4.4. Liberation Officers

4.4.1. In cases of Officers being removed or resigning, Associations can elect temporary an 'Acting Officer' by Alternative Transferrable Vote – in an EGM, called by the Associations with standard EGM quoracy. This Officer shall hold Office until a by-election is held, or in cases where by-elections are infeasible.

5. Religious and Belief Student Groups

5.1. *Definition and Purpose*

5.1.1. Religious and Belief Student Groups (and non-belief societies such as Atheist, Secular and Humanist society) are groups that can be defined as being at a disadvantage (or at risk of) within Higher Education and wider society.

5.2. *Main Duties*

5.2.1. Representation at all levels of the Guild to ensure the voice of Religious and Belief and non-belief societies is heard.

5.2.2. Provide the opportunity for people to network and meet likeminded people.

5.2.3. To raise awareness of issues relating to the group within Higher Education.

5.2.4. To provide information to its members and raise awareness of issues and support structures that may be relevant to members.

5.3. *Dissolution*

5.3.1. Religious and Belief Societies are subject to de-recognition only if they do not have an active committee, or through voluntary de-recognition.

6. Societies

6.1. *Definition and Purpose*

6.1.1. A Society is a body of Full Members representing an area of interest to its members, as recognised by the Full-Time Officer Group or sub-committee by the procedure specified in the Student Group Policy.

6.2. *Constitution*

6.2.1. The Society Constitutions shall include the Mandatory Clauses as appended in the Student Group Policy.

6.2.2. If the Society Constitution lacks any of the mandatory clauses as specified in the Student Group Policy, such clauses shall automatically be superimposed upon the Society Constitution.

6.3. *Dissolution*

6.3.1. Societies are subject to de-recognition if they do not meet certain audit requirements.

7. Volunteering Projects

7.1. *Definition and Purpose*

7.1.1. A Volunteering Project is a body of Full Members which will provide opportunities to volunteer in the local community/provide a service to the local community, as recognised by the Full – Time Officer Group or sub-committee by the procedure specified in the Student Group Policy.

7.2. *Constitution*

7.2.1. The Volunteering Projects Constitutions shall include the Mandatory Clauses as appended in the Student Group Policy.

7.2.2. If the Volunteering Project Constitution lacks any of the mandatory clauses as specified in the Student Group Policy, such clauses shall automatically be superimposed upon the Society Constitution.

7.3. *Dissolution*

7.3.1. Volunteering projects are subject to de-recognition if they do not meet certain audit requirements.

8. Sports Clubs

8.1. *Definition and Purpose*

8.1.1. The Guild shall recognise the University Sports Clubs

9. Residents' Associations

9.1. *Definition and Purpose*

9.1.1. A Residents' Association is an elected committee of students who seek to develop a cohesive community within student accommodation, and to represent the view of residents to the Guild, University and external bodies.

9.1.2. Residents' Associations shall operate according to the Residents' Associations Constitution as found in the Student Group Policy, and the Service Level Agreement with the University, as found in the Memorandum of Understanding

10. Student Activities Committees

10.1. There shall be committees who shall have delegated power for student activities. These shall be:

- Student Groups Executive– Student Groups and Representation Associations
- Residents' Executive – Residents' Associations.
- Student Equality and Diversity Committee – Liberation Associations

10.2. These groups shall be defined in Bye-Law 6.

BYE-LAW 10 - Appeals Committee

1. Appeal against removal as a Trustee of the Guild of Students

1.1 In accordance with Article 24.2, a Trustee removed from office in accordance with Article 22 or 23 shall be entitled to appeal the decision to remove him or her to an Appeals Committee. The Trustee appealing shall be called "the Appellant".

1.2 The Appellant has the right to appeal against a decision of the Trustees provided he or she lodges his or her appeal in writing with the Chief Executive not more than 14 days after the receipt of the written notice of the decision of the Trustees.

1.3 The appeal should contain a statement of the grounds upon which the appeal is brought and of the new facts and matters relied upon.

2. Notification of hearing and exchange of information

2.1 The Appellant shall be given at least 7 days' written notice of the date, time and place of the appeal hearing.

2.2 At least 4 days prior to the date of the hearing, the Appellant shall:

2.2.1 confirm whether or not he or she intends to attend the hearing and, if so, the name of any person who will be accompanying or representing him or her; and
2.2.2 submit any fresh evidence that he or she wishes to reply upon.

2.3 At least 2 days prior to the date of the hearing, the Guild shall provide the Appellant with any further evidence which it wishes to rely upon.

2.4 Neither party shall without the consent of the other or the permission of the Appeals Committee rely on any statement or document other than those provided or identified under paragraphs 1.4, 2.2 or 2.3 above.

3. Composition of the Appeals Committee

3.1 The Appeals Committee shall consist of 3 of the following:

3.1.1 a Full Member of the Guild (who, for the avoidance of doubt, is not a Trustee of the Guild), appointed by the Chief Executive of the Guild;
3.1.2 a University nominee, appointed by the University;
3.1.3 a Chief Executive or General Manager of another students' union, (appointed by the NUS); and
3.1.4 an Officer of another students' union, appointed by NUS.

3.2 Each member of the Appeals Committee shall be independent and shall not have had any substantive involvement in the matter under appeal. Their relationship with the Appellant should not give rise to any conflict of interest.

3.3 The members of the Appeals Committee shall elect one of their number to preside as chair of the Appeals Committee (the "Chair").

4. The parties in proceedings before the Appeals Committee

4.1 The Appellant shall be entitled to be accompanied or represented by one other person of his or her own choice except where, in the opinion of the Chair of the Appeals Committee, such person has a conflict of interest.

4.2 The Chair of the Board of Trustees shall act on behalf of the Guild as the Respondent to the appeal and for this purpose may instruct a representative. Where the Chair of the Board of Trustees is also the Appellant, one of the other Trustees shall be elected by the Board to act on behalf of the Guild as the Respondent to the appeal and for this purpose may instruct a representative.

5. Procedure before the Appeals Committee

5.1 The function of the Appeals Committee is to review the reasonableness of the decision to dismiss the Appellant. On the appeal, the Appeals Committee will consider the documents, statements and other evidence produced in the original Trustee Board meeting. The Appeals Committee shall not interview or cross examine any witnesses.

5.2 The hearing of an appeal shall be conducted in accordance with paragraph 8 below except where to do so would be inconvenient or unjust. In such circumstances, the Chair of the Appeals Committee may modify the procedure to the extent that he or she deems necessary provided that the result is fair to the Appellant.

6. Courses of action which the Appeals Committee may take

6.1 The courses of action which the Appeals Committee may take are:

6.1.1 to uphold the appeal; or
6.1.2 to reject the appeal.

6.2 Within seven days of the Appeals Committee deciding on the appropriate course of action, the Chief Executive will notify the Appellant in writing of the decision, and reasons for decision of the Appeals Committee.

7. The absence of the Appellant

7.1 If at the Appeal hearing, the Appellant is not present or represented, the Appeals Committee may proceed to consider the matter in the Appellant's

absence if it is satisfied that notice was properly served upon him or her in accordance with paragraph 2.1 above.

8. Order of proceedings

8.1 The order of proceedings for the Appeals Committee meeting, unless the Chair otherwise directs, will be as follows:

i. Submissions by or on behalf of the Appellant.
ii. Submissions by or on behalf of the Respondent.
iii. Consideration of the evidence by the Appeals Committee.
iv. Closing submissions by or on behalf of the Appellant.
v. Closing submissions by or on behalf of the Respondent.