

Bye-Laws of
Hull University Union Limited
(HUU)

Introduction

1. The Bye-Laws shall provide for the conduct of Union affairs and the implementation of Union strategy and policy and are to be interpreted in such a manner as not to conflict with the Memorandum and Articles of Association (Articles). The Bye-Laws shall only be amended in accordance with the provisions of the Articles. Any changes to these Bye-laws must have the approval of the Trustee Board and Student Council. There must be a majority of 2/3rds of those present and eligible to vote.
2. Words defined in the Interpretation section of the Articles shall have the same meaning in the Bye-laws. Reference to Council in this document is the Student Council as defined in Hull University Union Limited's Articles.
3. These Bye-Laws and their Standing Orders shall be interpreted by the President of the Students' Union.

PART A

Membership of the Union

4. Categories All registered full-time and part-time students of the University and the Sabbatical Trustees shall be Members unless exercising their right not to be a member in accordance with the Education Act 1994. Other categories of membership are detailed below.
 - i. Honorary Life Members Honorary Life Membership may be conferred by the Annual General Meeting, or by Council, or by the Union Executive Committee (UEC) in recognition of services to HUU.
 - ii. Associate Members The following shall be eligible for Associate Membership, providing that they are at least 18 years of age and pay the associate costs.
 - a. Past members
 - b. Students attending courses 'franchised' or 'validated' by the University of Hull
 - iii. The personal licence holders will have the right to refuse entry to any Member into areas of the Students Union that are licensed for the sale and consumption of alcohol under the Licensing Act 2003.
5. i Rights of Members who are Registered Students of the University of Hull
Only Members who are Registered Students shall have the right to:
 - a. attend, speak and vote at Union General Meetings;

- b. stand as candidates and vote in elections in accordance with the Bye-Laws and Standing Orders;
- c. call for a Referendum on policy, issues related to confidence in a full-time or part-time Student officer, constitutional matters and affiliations to external organisations in accordance with the Articles and relevant Standing Orders;
- d. Submit motions to Student Council;
- e. use the facilities of HUU in accordance with relevant Policies.

ii Opting out from Membership Any full-time or part-time student who wishes not to be a Member shall inform the Students' Union in writing. Subject to the agreement of the Union Executive Committee, any such student shall be entitled to re-apply for membership.

iii Rights and Restrictions of Students who opt out of Membership Students who choose not to be Members of HUU shall:

- a. not be entitled to participate in the governance of HUU through the means of elections or by holding an elected office on any HUU standing committee, club or society;
- b. Not be entitled to attend General Meetings, Student Council or submit motions to these bodies; but
- c. Be entitled to equal access to the services and activities provided by the HUU for Members except that they may be charged a differential rate. They shall not in any case be entitled to a hardship fund or other financial or material help available.

5. Proof of Membership Proof of membership is as follows:

- a. Members: University of Hull registered student card or in the case of student officers, their staff card.
- b. Associate members: confirmation in writing of their associate membership.

6. Cessation or Termination of Membership Membership of HUU shall cease automatically in the following circumstances:

- (a) Unless given an exemption by UEC, a Member: on the first day following the termination of their course. This also includes where the Member:-
 - (i) is suspended by HUU Disciplinary Procedure;
 - (ii) by a resolution of the Council (see Articles)
- (b) an Associate member: on the day after their associate membership expires.

Anyone ceasing to be a Member shall be deemed to have vacated any office they hold and membership of any Committee shall lapse.

7. Termination of Membership UEC and Council shall have the power to expel any Associate member in accordance with the provisions of the Complaints and Discipline Procedures.

Referenda

8. Referenda may be called as detailed in the Articles. Referenda shall be required to consider a proposal to:

- a. amend the HUU Articles
- b. overturn a successful motion of no confidence in a Student Officer by the Council as written in the bye-law
- c. To create policy after a secure petition 2.5% of members through HUU policy on petitions.
- d. overturn policy approved by a Union General Meeting and/or the Council after a successful petition of 2.5% members conducted through HUU policies on petitions; (subject to the authority of the Board of Trustees as detailed in the Articles)

9. Confidence in an Officer Trustee

An Officer Trustee who has been the subject of a successful motion of no confidence by the Council may opt for a referendum to overturn the decision.

10. Conduct of a Referendum

The President of the Students' Union shall arrange for the referendum to take place in Trimester, not less than 10 days (excluding bank holidays and weekends) nor more than 20 working days (excluding bank holidays and weekends), after the terms of the bye-laws have been met. The election of the Returning Officer, arrangements for polling and the count shall be in accordance with Standing Orders governing elections.

11. Quorum

The quorum shall be 5% of the eligible voting Members.

Spoiled/rejected votes will count towards the quorum.

12. The referendum shall pass with a majority of over 50% in favour (or two thirds being cast in favour for motions to change the Articles). Spoiled/rejected votes/no preference given will not be included in determining the percentage for the votes to pass.

General Meetings

13. General meetings shall be called and conducted as detailed in the Articles. The President of the Students' Union and/or the trustees shall be responsible for organising the meeting following a request to hold one".

Order of Business

14. **General Meetings** The order of business is laid out in the Articles.

Motions

15. A Motion is an idea to create policy, change policy and create/amend Standing Orders or Bye-Laws
16. A Motion should be submitted in accordance with relevant meeting guidelines and Standing Orders
17. The format for every Motion should be:
 - a. A title of the motion, posed as a question.
 - b. What do you want to change?
 - c. Why do you want to change it?
 - d. What do you want HUU to do?
18. Any changes to Bye-Laws/Standing Orders must be submitted along side the changes being proposed.
19. A Motion of Caution, and No Confidence may be submitted against relevant officers, committee members and representatives in their relevant committees, and Zones.
 - i. A Motion of Caution should be used as a way of showing that the relevant committee or zone believe the actions of the member are unacceptable and should not be repeated. This should be noted in the minutes and published online.
 - ii. A No Confidence should be used to remove a member from the relevant committee or zone if it is believed that the actions of the member are completely unacceptable. In the event of this motion being passed the member shall no longer be a member of the zone or committee.
 - iii. In the event that a No Confidence motion removes an Officer Trustee then a referendum will be called to put the removal to a student vote. The referendum will be conducted in accordance with article 37.1.
 - iv. In the event that a No Confidence motion removes any other elected Officer then a bye-election will be triggered to replace the member.
20. Motions shall be passed by a simple majority.
21. In the event of a tie motions to Council shall be sent to referendum to be decided by the student membership with the exception of motions of Caution and No Confidence in which a tie will see the motion fail.

Discussion of Motions and Amendments

22. Only one motion shall be before the meeting at any one time.
23. The proposer of the motion or their approved representative must be present at the meeting.
24. The time limit for all speeches shall be 3 minutes, except for a summation, which shall be 2 minutes.
25. Speeches on a motion shall take the following form:
 - (a) a speech in favour of the motion by the proposer or their nominee in the first round of speeches
 - (b) a speech against the Motion
 - (c) a speech in abstention on the Motion
 - (d) such other rounds of speeches a. to c. as are felt necessary by the Chair
 - (e) a 'Summing Up' speech by the holder of the Motion.
26. Amendments can only be created and accepted by the original Motion proposer or their nominee.
27. Amendments cannot be made to a motion during a meeting that would substantially change that motion. All amendments to motions and whether or not to allow these during the meeting will be at the discretion of the Chair.
28. Before any vote the Chair will clarify what the Motion is proposing after any amendments have been accepted.

Secure Petition

29. A secure petition can be requested by any member who wants to trigger a Referendum on any of the following: (i) To appeal a decision made at a Student Council (ii) To put a motion to the wider student body.
30. A request for a petition can be made at any point to the Union. The Union will ensure the petition is open and available to sign by members within two working (excluding weekends and Bank Holidays) days. A petition will close at the same time, on the same day that it opened exactly one week later.
31. A request for a petition must include a full copy of the Motion proposed.
32. The Returning Officer will seek to ensure that Petitions are accessible for all members of the Union to sign.

33. Members may campaign to encourage other students to sign the petition. This campaigning must be conducted in accordance with the campaign rules outlined in the election bye-laws
34. Therefore, campaigning may only commence once the campaigner has been briefed on the campaign rules.
35. When the petition closes the Returning Officer will confirm the total number of students who have signed the petition. If duplicate or invalid student numbers or names are discovered then they shall be removed and discounted from the petition.
36. A secure petition to trigger a referendum requires 2.5% of members to sign it.

The Trustee Board

37. Terms of office
These shall be as described in the Articles.
38. Selection of External Trustees.
The Appointments Committee will undertake the selection of new external trustees. This can include the retiring trustee unless they are offering to be re-selected. Prior to the selection procedure, a detailed person specification will be agreed by the Board to ensure the skill and experience requirements can be detailed in the recruitment process. The Chief Executive will be responsible for the administration of the process. All external trustees will automatically become Honorary Life members.
39. Student Trustees
The Appointments Committee will interview and appoint all Student Trustee candidates to ensure they understand the responsibilities that being a trustee entails and that they are eligible to stand. This Committee may include the retiring trustee unless they are offering to be re-elected. The Chief Executive will be responsible for the administration of the process.
40. Student Trustees will not be eligible to be a voting member of Student Council or submit Motions to Council.
41. The Chairperson The Chairperson shall be an external trustee.
42. Disqualification, Resignation and Removal of Trustees The Articles detail when and how a trustee can be removed from office.
43. The Board of Trustees will need to approve changes to the Bye-Laws and Standing Orders.

Union Executive Committee

44. Membership Membership of the Union Executive Committee shall be in accordance with the provisions of the Articles.

The Officer Trustees shall, for the period of their elected tenure, be the holders of the major offices in terms of the Education Act 1994. The Officer Trustees are:

- a. the President of the Students' Union, who shall be Chairperson of the Union Executive Committee
- b. the President of Activities
- c. the President of Education
- d. the President of Inclusivity and Diversity
- e. the President of Sport

Responsibilities of individual positions will be defined in detail in the Standing Orders. The President of the Students' Union will be responsible to the Trustees for ensuring HUU is appropriately governed according to the Articles, Bye-Laws and Standing Orders.

At meetings of the Committee, the Chairperson shall have a casting vote only. Members are to be elected in accordance with the relevant clauses of the Articles, Bye-laws and Standing Orders governing Elections.

45. Election of the Sabbatical Trustees to the Union Executive Committee Officer Trustees shall be elected by a ballot of all the Full Members in trimester two in each academic year as detailed in the standing order governing elections.

46. Members of Union Executive Committee shall hold office as detailed in the Articles.

Resignation If any Officer Trustee or Officer Trustee elect resigns or vacates their appointment the following action shall be taken:

- (i) With assistance from the Returning Officer, UEC will decide on the next appropriate steps for action to be ratified by the Board of Trustees.
- (ii) Until a new Officer Trustee is elected the duties shall be covered by the remaining elected Officer Trustees of HUU. They would be expected to report in the same manner to the Union Executive Committee and the Board

47. Terms of Office All candidates presenting themselves for election as Officer Trustees must, in the presence of the Returning Officer or their designated deputy, sign an agreement setting out the terms and conditions attached to such office.

48. Responsibilities and Duties The general responsibilities of the Committee are described in the Articles. The individual duties and responsibilities of each Sabbatical Trustee will be described in the relevant Standing Order for the role. Each of the Sabbatical Trustees will be a member of one of the five Zones described below in point 62.

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

- a. Develop a democratic organisation
- b. Improve participation in all activities available in the Union
- c. Represent Members to the University, local community and nationally
- d. Provide Members with appropriate support and advice
- e. Continually strive to improve everything the Union undertakes

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

49. Powers

They shall have the power to affiliate to an external organisation, provided that the affiliation is:

- (a) Communicated to members
- (b) consistent with the Objects of HUU's Articles and does not contravene the Charities Act 2011.

Members may object to an affiliation by lodging the objection with the President of the Students' Union; the affiliation will then be discussed at Council. Approval for an affiliation may be put to a referendum. (See Paragraph 128 below.)

50. Scrutiny of Officer Trustees There shall be five Zone Committees who will scrutinise the work of each Officer Trustee associated with that area of responsibility, monitor the progress of the annual operating plan and monitor regularly the financial performance against approved budgeted income and expenditure. The five Zones are:

- a. Union Development Zone – the President of the Students' Union
- b. Activities Zone - the President of Activities
- c. Education Zone - the President of Education
- d. Inclusivity and Diversity Zone - the President of Inclusivity and Diversity
- e. Sport Zone - the President of Sports

Scrutiny of Officer Trustees will take place in Zone meetings and will be led by Councillors for Scrutiny. Reports will be submitted and presented by each Sabbatical Trustee at Zone meetings, and scrutiny will take place in accordance with the Standing Order for Accountability of Zone Members, Union Council and Union Executive Committee.

In addition, all of the Officer Trustee Reports will be published on the Union Website for all members to read, and be copied to the other Trustees.

51. Discipline and Removal from Office

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- a. Members of the Union Executive Committee
 - i. Code of Conduct Officer Trustees shall be subject to the same code of conduct and procedures that govern staff at HUU.
 - ii. Disciplinary guidelines and removal from office are detailed in the Officer Trustee Terms and Conditions. Officer Trustee Elects shall also be governed by the disciplinary procedure as outlined in this document.

Disciplinary Procedures

52. All matters of a Disciplinary nature shall be handled in accordance with the HUU Disciplinary policy.

Student Council (Council)

53. Role In addition to the authority set out in the Articles, the role of Council will be to:

- a. Scrutinise the performance and conduct of Officer Trustees, the Union Executive Committee, Zone committees and their individual chairs and all student positions elected to Council.
- b. Approve Motions or review and recommend Motions for referral to a referendum that have been proposed at a Council meeting or by the Zone Committees.
- c. Ratify new and updated Standing Orders if they relate to a specific zone/committee and have been approved by the respective zone/committee. All other Standing Order changes require a vote at Student Council.
- d. Issue motions of caution and no confidence against individual members of the Council. These shall follow the same format as all Motions.

Membership of Council

54. Voting Membership Membership of the Council shall consist of all members Part-Time Officers from their Zone as mentioned in the relevant Standing Orders.

55. Ex officio members Members of the Union Executive Committee shall be ex-officio members of Council without voting rights.

56. Quoracy Quoracy of Council shall be 50% plus one of the voting members. This shall be determined by the number of voting Student Council members in post at the start of each meeting, taking into consideration any resignations or co-opted roles.

57. Vacancies Should a vacancy arise from the voting membership of Council during the academic year, UEC reserve the right to hold an emergency election, as detailed in the elections standing orders, or to reopen the recruitment and appointment process as detailed in the relevant standing orders to ensure Council is at full membership. Alternatively, new Councillors can be co-opted into vacant

positions at Student Council meetings through standing for a role and being voted in by voting Council members.

Chair of Student Council

58. Election The Chair of Student Council shall be elected through the same process as other Part-time Officers, in accordance with the relevant Standing Order.

59. Temporary Chairperson The Chair at Council and Union General Meetings shall be taken by the Chairperson of Council or, in their absence, or at their request, by a temporary Chairperson. The temporary chairperson shall be the President of the Students' Union or, in their absence, another member of the Union Executive Committee.

Meetings of Council

60. Three meetings shall take place in each Trimester on dates to be agreed and published at the start of the academic year.

61. Notice Meetings of Council shall be convened by the Chair of Council. Notice of the meeting, together with the agenda and the minutes of the previous meeting, shall be sent to each member of Council via email and shall be shared with all members on the official website and through social media. Such notification and publication shall be effected at least five days (excluding weekends and bank holidays) before the meeting. All extraordinary meetings shall be outside lecture hours and shall not start prior to 6.15 pm and shall not be on a Wednesday.

62. Extraordinary Meetings of Council

An Extraordinary meeting of Council may be called by the following:

- a. the President of the Students' Union provided that three days notice (Excluding weekends and bank holidays) is given.
- b. Any Student Councillor by contacting Chairperson of Council provided that 17 councillors are in favour and the meeting will be held no less than 5 days nor more than 10 clear days after quoracy to hold a meeting has been reached. Notification requesting approval of the meeting will be sent to all councillors by email from the Chair.
- c. a Zone Chair with the approval of Chairperson of Council.

63. Business Only the business published on the agenda shall be transacted at a meeting of Council, provided that this shall not preclude the amendment of any motion thereon and provided that any other business not having previously appeared on the agenda may be taken, if in the opinion of the Chairperson it would not have been possible for the business to have been published on the agenda and that it is a matter of extreme urgency which cannot reasonably be left over until the next meeting of Council.

64. Absence Grounds for apologies are:-

- a. involved in University or Union business
- b. through illness or other valid cause

Written apologies and explanations for absence must be sent to the Student Council inbox (huc-council@hull.ac.uk) prior to the start of the meeting.

If the validity of the reasons given for absence is challenged, the Chairperson of Council shall be required to give a ruling. The member so challenged must be present at the appropriate Council meeting or will be deemed to have resigned unless covered by sub paragraph 'b' above. Examinations shall be deemed a valid cause of absence provided they are on the day of the meeting or within two full weeks following the day of the meeting. Any member deemed to have resigned from Council under this section may appeal to Council.

Any elected member of Council, absent from any meeting of the Complaints Panel, provided that two days' notice has been given, without giving notice of apology shall be deemed to have resigned subject to the above allowances and criteria.

Any member of Council who is absent from any two meetings of Council in a trimester without having given notice of apology shall be deemed to have resigned subject to the above allowances and criteria.

65. Minutes The minutes of all meetings of Council are published on the official website. Members can request a printed copy of meeting minutes.

66. Meeting Procedures These are documented in the relevant Standing Order.

The Zones

67. Zone Committees There shall be five Zone committees. Four zones, Education, Inclusivity and Diversity, Sport and Activities shall have similar powers. (The fifth Union Development Zone is described below.) The activity of the four zones will be co-ordinated by a member of UEC. The zones will meet 3 times a term. The day and time of the meetings will be decided at the start of each trimester by UEC. This will then remain fixed for the trimester to enable effective diary planning for all of the members unless the majority of members agree otherwise.

68. Election of Chairs A Chair will be elected at the first meeting. The election process will be undertaken by the UEC member on the committee who will have a casting vote only. Any contested election will be by secret ballot with each member having one vote. If there are more than 2 candidates after each round the candidate with the least votes will drop out and so on until the winner is chosen with an overall majority. In the event of a tie in any of the rounds, the UEC member shall have the casting vote. The runner up shall be elected as deputy Chair. In the event that the Chair election is uncontested, an election for deputy Chair will take place. The elected Chair will oversee the election and have a casting vote only.

69. Chairperson's Duties and Powers The Chairperson will:

- a. Chair all meetings.
- b. Be a member of the Union Development Zone in addition.
- c. Ensure the minutes from each Zone meeting are submitted for review at each Student Council meeting.
- d. Approve the agenda of each meeting and be responsible for ensuring this is sent to the members 2 clear days before the meeting

The Chairperson may:

- e. Call an emergency meeting of the zone provided one clear day's notice is given.
- f. Request an emergency meeting of Student Council at the discretion of the Chair of Student Council. In reaching a decision, the Chair of Student Council will take into consideration whether the matter is of sufficient importance that it could not wait until the next official meeting.

70. The Role of the Zones The role of each Committee will be to:

- a. scrutinise the performance of the UEC member in terms of representation, progress towards meeting the objectives of the HUU's strategic plan and financial budget for the UEC area.
- b. implement agreed policy in their area of responsibility.
- c. monitor the work being undertaken by the various members of the Zone Committee.

71. Powers and duties of the Zone Committee

The Zone Committee may:

- a. Pass a motion of caution against the UEC member.
- b. Bring motions of caution and no confidence against the UEC member to Council.
- c. Pass a motion of caution or no confidence against other zone members. If a motion of no confidence is ratified at Council, then the member must remove him or herself from the Zone committee.

72. Union Development Zone The principal aim of this zone will be to act as the recognised means of communication and liaison between all areas of the Students' Union. In particular, the Zone shall provide support for the President of the Students' Union in co-ordinating campaigns and issues of mutual concern, and provide scrutiny of the role of the President of the Students' Union and hold their actions to account.

a. Membership:

President of the Students' Union
Chair of Student Council
Chair Education Zone
Chair Inclusivity and Diversity Zone
Chair Sport Zone

Chair Activities Zone
Environment and Ethics Representative

- b. Meetings There will be 4 meetings each trimester at a time and day to suit the majority of the group. A Chair will be elected at the first meeting (as detailed above for other Zones). The President of the Students' Union must attend. Wherever possible video conferencing will be used to eliminate travelling.
- c. Duties To scrutinise the work of the President of the Students' Union and report back to Student Council. The committee may recommend policy to be considered by UEC and recommend disciplinary action to Student Council against the President of the Students' Union.

73. Other Zones The membership and the roles and responsibilities of the Activities Zone, Education Zone, Sport Zone and Inclusivity and Diversity Zone will be detailed in their respective standing orders.

Standing Committees of Council

74. General Standing Committees of Council, which may be established by order of the Trustees, shall be charged with the responsibility for helping to formulate and execute Union policy. The composition, duties and rules of procedure shall be laid down in Standing Orders. All voting members of a Standing Committee shall be Full Members of Union.

75. Elections to Positions on Zone Committees and Other Standing Committees Positions on Zone Committees and Chairpersons of Standing Committees, and other posts as deemed necessary by Student Council shall be elected as detailed in standing orders governing elections, or appointed in accordance with the standing order for the post in question, and shall hold office from Monday week 1 of the following academic year, unless provided for in the relevant standing orders. The Bye-Laws shall make provision for the election of a successor in the event of an office becoming vacant during a session.

76. Electoral Provisions If no nominations are received by required date or any officer resigns their appointment before completing the full term in office, elections shall be undertaken as provided for in the relevant Standing Orders to fill the vacancy. Persons so elected under these provisions shall hold office as if they had been elected at the normal period.

77. Election of other members Election of other members of Standing Committees shall be in accordance with the relevant Standing Orders.

Removal From Office

78. Motions of "caution" or "no confidence" These motions may be brought against any elected member. Such motions shall follow the agreed format for motions laid before Student Council. With the exception of Sabbatical Trustees, motions will be heard in the relevant Zone, Standing Committee, Club or Society to

which the member belongs with any appeal against a decision heard by Student Council. In the case of a Sabbatical Trustee, the disciplinary process as laid out in the Employee Handbook shall be followed.

79. Appeal Procedure for Sabbatical Trustees The President of the Students' Union, or a relevant officer not involved in the motion, shall arrange for the motion to be discussed by a Union General Meeting within five clear days of receiving notice of the appeal, called in accordance with the Articles.

In the event of the meeting being inquorate, the matter shall be resolved by a referendum, to be held in accordance with these Bye-Laws. The appellant may withdraw the appeal at any stage.

80. Termination of Office for a Sabbatical Trustee The President of the Students' Union, or a relevant officer not involved in the motion, shall confirm termination of office in writing, to be effective either at the end of their period of notice or in the event of an appeal, where either the motion falls, or the Union General Meeting is inquorate or if a referendum is called and the motion falls.

Election of Members of University Senate

81. Student members of University Senate shall be elected in Trimester Two elections, in accordance with University Ordinances and Standing Order governing elections and shall hold office for the academic year following their election. If a vacancy should occur during the year Senate may co-opt, provided that the person so co-opted is a valid representative within the terms of the Ordinance. Nominations for such vacancies shall be placed on the agenda of the relevant Student Council meeting, provided that the vacancy has first been posted in the Union seven clear days from the date of the meeting. Where there is more than one nomination for a vacancy, Student Council shall decide which nomination shall stand; where there is only one nomination, Academic Council shall take note.

Recognised Societies

82. Recognition Any society wishing to be recognised by the Union shall submit its proposed constitution to the Societies Council for approval and to the Activities Zone for ratification. The constitutions must comply with such other requirements as are specified in the relevant Standing Orders. The Activities Zone may grant or withdraw recognition at any time. Amendments to the constitution of any recognised society shall require the approval of the Activities Zone.

83. Conditions Recognised societies:

- (a) shall be allowed to use HUU facilities for advertising and for society activities in accordance with Standing Orders governing societies
- (b) may receive financial aid from the General Funds of the Union

The Chairperson, Treasurer and Secretary of all Societies shall be Members of Union.

Complaints

84. All complaints will follow HUU policy on complaints.

Election of Officer Trustees

85. The election of all Sabbatical Trustees will be by cross campus ballot to include all full members as described earlier in these bye laws.

Part B

Any aspects of the management of HUU which are covered in the Code of Practice and are not covered in the Articles of Association will be inserted here. There are currently no aspects of management to be inserted in this Part B and all relevant aspects are covered in the Code of Practice and Articles of Association