

**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 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 the Student Council. There must be a majority of 2/3rds of those present and able to vote. Approval of the University will be required before any changes in Part B are enacted.
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.

**PART A**

**MEMBERSHIP OF THE UNION**

3. 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 a Union General Meeting or by Council or by the Union Executive Committee (UEC) in recognition of services to HUU.
  - ii) Life Members Former members of HUU are eligible for Life Membership.
  - iii) Reciprocal Members Students of other UK universities, including the Open University, or any college or institution of further or higher education in the Hull and Scarborough areas, provided that they are at least 18 years of age, shall be Reciprocal Members.
  - iv) Associate Members The following shall be eligible for Associate Membership, providing that they are at least 18 years of age.
    - (a) employees of HUU and the University of Hull
    - (b) past Members
    - (c) spouses of Members

- (d) students attending courses 'franchised' or 'validated' by the University of Hull
- (e) Members of Hull York Medical School situated on the York campus
- (f) such other persons as the Council shall elect

The total number of Associate Members to be elected under this sub-section and their allocation between the above categories shall be determined by the Council in October of each session, provided that at no time shall the total exceed one quarter of the total number of Full Members.

- (a) Temporary Members Any person may be elected by the UEC as a Temporary Member, provided that no such Temporary Member shall be elected or re-elected for a period that shall exceed in all one month in any session, and that no such Temporary Member shall be admitted to membership until at least 48 hours after election.

The personal licence holders will have the right to refuse entry to any Member into areas in University House licensed for the sale and consumption of alcohol under the Licensing Act 2003.

#### 4. 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 Student officer, constitutional matters and affiliations to external organisations in accordance with the Articles and relevant regulations;
- (d) use the facilities of HUU in accordance with relevant regulations.

Opting out from Membership Any full-time or part-time student who wishes not to be a Member shall inform the President of 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 within the same academic year.

Rights and Restrictions of Students who opt out of Membership Students who choose not to be Members of the 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; but
- (b) 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 of membership fee to join a club or society, or to attend a function organised by HUU and shall not in any case be entitled to a hardship fund or other financial

help available. Where such students join a club or society, or use the facilities provided by HUU, they shall be subject to the same regulations that apply to Members of HUU.

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

- (a) Members: University of Hull registered student card
- (b) reciprocal Members: student card issued by the college or student union
- (c) University and HUU staff: staff cards
  
- (d) temporary membership: names to be displayed on the official notice boards and can prove identity with photo id
- (e) other categories: relevant HUU membership card

6. Subscriptions Honorary Life Members, Reciprocal Members, Temporary Members, and members of the Open University shall pay no subscription. Other categories shall pay a subscription to be determined from time to time by Council upon the recommendation of the UEC. Any member whose subscription is more than four weeks in arrears may be excluded from the exercise of any of the rights of membership by UEC.

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

- (a) a Member: on the first day of the session following that in which his/her course terminates except where the Member:-
  - (i) is suspended (University Ordinances) or excluded (HUU Disciplinary Procedure); for the period of rustication or exclusion
  - (ii) voluntarily withdraws, intercalates or is expelled: from the effective date of withdrawal or expulsion
  - (iii) by a resolution of the Council (see Articles)
- (b) an associate member: on the day after the anniversary of their election if their membership fee is not paid.
- (c) a temporary member: at the end of the period for which they were elected.

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

8. Termination of Other Categories of Membership UEC and Council shall have the power to expel any Associate or Temporary Member in accordance with the provisions of the Complaints and Discipline Procedures. Additionally the membership of a Life Member may be terminated, if in the opinion of Council, their conduct renders them unfit for membership, such a member having been given seven days' written notice to attend the meeting of Council at which their case is to be discussed, together with details of any complaint. The Life Member may be represented by a Member of HUU. The Life Member may be excluded from the

premises of the Union pending the aforementioned meeting of Council, or by order of the Union Executive Committee or the Personal Licence Holders.

## **REFERENDA**

9. Referenda may be called as detailed in the Articles. Referenda shall be required to consider a proposal to:
  - (a) amend the HUU Constitution
  - (b) overturn a successful motion of no confidence in a Student Officer by the Council
  - (c) overturn policy approved by a Union General Meeting and/or the Council; (subject to the authority of the Board of Trustees as detailed in the Articles)
  - (d) approve any direct action against the University
  
10. Confidence in a Sabbatical Trustee  
A Sabbatical 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.
  
11. Conduct of a Referendum  
The President of the Students' Union shall arrange for the referendum to take place in Semester not less than 15 clear days nor more than 25 clear days after receipt of the request. The election of the Returning Officer, arrangements for polling and the count shall be in accordance with Standing Orders governing elections.
  
12. Quorum  
The quorum shall be 10% of Full Time Equivalent Members at the University of Hull for referenda called in paragraph 9 (a) (b) and (d).  
  
The quorum shall be 5% of Full Time Equivalent Members at the University of Hull for referenda called on any other issue.  
  
Spoiled/rejected votes will count towards the quorum.
  
13. The referendum shall pass with a majority of over 50% in favour, with the exception of 9(a) which shall need 2/3rds majority (see Articles). Spoiled/rejected votes will not be included in determining the threshold for the votes to pass.

## **GENERAL MEETINGS**

14. General meetings may be called as detailed in the Articles. The President of the Students' Union shall be responsible for organising the meeting following a request to hold one. The meeting shall be conducted as detailed in the Articles.

## **ORDER OF BUSINESS**

15. Annual General Meeting. The order of business is laid out in the Articles.

16. Ordinary General Meeting. Business coming before a Union General Meeting shall be dealt with in the following order of precedence:
  - (a) In the absence of the Chairperson and/or Deputy Chairperson of Council, the meeting shall elect a Chairperson and/or Deputy Chairperson
  - (b) Acceptance of the minutes of previous Union General Meetings
  - (c) Matters arising from the minutes of previous meetings
  - (d) Questions to the Executive
  - (e) Policy rescission
  - (f) Resolutions tabled by the Council
  - (g) Resolutions tabled by any full Member of HUU
  - (h) Any Other Business, (see paragraph 34 below)
17. Motions under (f) and (g) shall appear on the Agenda in the order in which they were submitted to the Union Office.

## THE CHAIRPERSON

18. The Chair shall be taken by the Chairperson of Council, or in his/her absence (or at their request), by the Deputy Chairperson of Council.
19. In the absence of either the Chairperson and/or Deputy Chairperson, election by simple majority shall take place as follows:
  - (a) In the absence of the Deputy Chairperson, Union shall elect a Deputy Chairperson for the duration of the meeting from amongst its number, who shall not be a member of the Executive.
  - (b) In the absence of both the Chairperson and the Deputy Chairperson, the meeting shall elect a Chairperson from amongst its number, who shall not be a member of the Executive. The election shall be conducted by a member of the Executive and the member elected shall be regarded as the Chairperson for the duration of the meeting. The Chairperson shall then conduct an election for the Deputy Chairperson as described in 19 a. above.
20. The Chairperson, when in the Chair, shall not participate in any debate, and shall stand down when involved directly or indirectly in any motion.
21. Whenever the Chairperson speaks they shall be heard in silence and any other member shall cease speaking.
22. If two or more members wish to speak at the same time, precedence shall be given to the member who first 'catches the eye' of the Chairperson.

23. Every speaker shall address themselves solely to the Chairperson.
24. The Chairperson shall be responsible for the proper conduct of the meeting in accordance with the Articles, Bye-Laws and Standing Orders. Except as provided for in paragraph 25, his/her rulings on points of order, on the admissibility of motions and amendments and on any matter relating to the conduct of the meeting, shall be final and binding on the meeting.
25. If at any time, a Chairperson's ruling is given, and such ruling is challenged, it shall require in addition to the challenger, four supporters who shall be members of the Union, to discuss the challenge. In this event, the Chairperson shall:
  - (a) vacate the Chair
  - (b) state their reasons for making the ruling

The challenger shall be called upon to state their case, and one other member may support the chairperson's ruling. The Chairperson's ruling shall then be put to the vote and shall be upheld unless over-ruled by two thirds of those present and eligible to vote. Where the Chairperson makes a ruling on a matter which they consider to be ultra vires and therefore out of order, that ruling cannot be challenged.

26. The Chairperson may exercise discretion to extend a speaker's time limit if they are being interrupted or otherwise prevented from making a speech in the normal manner.
27. The Chairperson shall have authority to adjourn or close the meeting for unruly conduct and on this point their authority shall not be challenged.
28. The Chairperson shall ask the meeting after one and a half hours, if the meeting wishes to continue.

#### **QUESTIONS TO THE EXECUTIVE COMMITTEE**

29. Questions shall only be asked of the Executive if:
  - (a) it is a question to which a satisfactory answer cannot be obtained privately.
  - (b) it is a question designed to bring an important item to the notice of HUU.
30. Written questions may be submitted for inclusion on the agenda or amendments sheet, or alternatively may be handed to the Chairperson before the start of the meeting. Written questions shall take precedence over oral questions, which shall be limited to one minute.
31. At the discretion of the Chairperson, supplementary questions to either oral or written questions shall not exceed two, and answers shall be limited to one minute.

## **SUBMISSION OF RESOLUTIONS AND AMENDMENTS**

32. All resolutions or amendments shall be submitted to the Chairperson as detailed in the Articles.

Only the business published shall be transacted at any General Meeting of the Union, provided that this shall not preclude the amendment of a resolution(s) as detailed in the Articles.

## **DISCUSSION OF MOTIONS AND AMENDMENTS**

33. Only one resolution or amendment shall be before the meeting at any one time. If an amendment is carried, the original resolution incorporating the amendment shall become the substantive resolution, which shall be the property of the amender.
34. The time limit for all speeches shall be 3 minutes, except for a summation, which shall be 2 minutes.
35. Speeches on a resolution or amendment shall take the following form:
- (a) a speech in favour of the resolution or amendment by the proposer or their nominee in the first round of speeches
  - (b) a speech against the resolution or amendment
  - (c) a speech in abstention on the resolution or amendment
  - (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 substantive resolution or amendment. Such speeches shall not contain any new information.
36. The speech in favour of an amendment shall only be made by the proposer or one of the seconders. After the amendment (s) has/have been voted upon, the order of speeches shall resume at the point where it was left.
37. No member may speak more than once on the same resolution or amendment save with the permission of the Chairperson.
38. Once a proposer has spoken on a resolution or amendment, that resolution or amendment shall not be withdrawn except with the consent of the meeting.
39. In the event of any amendment being accepted by the proposer of the resolution, it shall be open to any full member of Union to propose that the amendment shall not be incorporated. If such a proposition is carried, the substantive motion shall revert to its original form.

## **POINTS OF ORDER**

40. A Point of Order shall take precedence over all other business before the meeting, provided that no vote is being taken, and that the provision of paragraph 21 is not contravened.
41. A Point of Order must be framed as a question to the Chairperson and must relate solely to the conduct of the meeting.
42. Immediately before a vote is taken on a resolution or amendment, the Chairperson shall announce 'We are now moving to a vote'. This shall be the only opportunity for a Point of Order to be raised challenging the quorum.

### **POINT OF INFORMATION**

43. Any member may raise a Point of Information, except during a summing-up speech, and provided that the speaker has signified to the Chairperson their intention of giving way. Such points shall consist of information offered to or asked of the speaker who has given way.
44. Points of Information and replies thereto shall be of one minute maximum and must be framed as a question to the speaker.

### **VOTING and QUORUM**

45. Voting in a GM shall be by show of hands or by any other means considered necessary by the chairperson to ensure accuracy, and by proxy votes. Only votes taken whilst the the meeting is quorate will stand. The Articles defines the Quorum and the figure shall be determined before the start of the meeting by the Chief Executive (or his staff nominee). They shall use the latest published University Statistics and each part time student shall count as 0.5 full time student for purposes of the calculation.
46. Proxy votes shall be accepted from those members of the Union registered with their doctor as sick. All proxy votes shall be in the hands of the Chairperson (each to be accompanied by a copy of a valid University Card) before the meeting starts. Proxy votes will count towards the quorum.
47. Voting on any business shall be by simple majority, except for those resolutions defined in the Articles, which shall require a two thirds majority of those present and eligible to vote.

### **THE TRUSTEE BOARD**

48. Terms of office  
These shall be as described in the Articles.
49. Selection of External Trustees.



The Appointments Committee will undertake the selection of new external trustees. This can include the retiring trustee unless he/she is 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.

50. Student Trustees

The Appointments Committee will interview 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. All candidates deemed suitable by the Committee will go forward to an election using the voting procedures set out in the standing orders governing elections.

51. The Chairperson The Chairperson shall be an external trustee.

52. The Honorary Treasurer The external trustee responsible for this role will normally have a professional, financial background or other suitable experience. Their role will be to ensure the regular financial reports are reviewed and matters of concern raised with the Sabbatical trustees or staff concerned for action. They will present the financial position at each Board meeting. They will be responsible to the Board for ensuring that appropriate standards of accounting are in place and recommend to the Board areas for improvement when necessary. They will be invited to attend formal management meetings with the external auditors.

53. Disqualification, Resignation and Removal of Trustees The Articles detail when and how a trustee can be removed from office.

54. The Board of Trustees will need to approve changes to the following regulations:

The Bye-laws and Standing orders relating to:

- Elections
- Zones
- Financial Regulations
- Roles of members of the Union Executive Committee
- Union Executive Committee
- Union Council
- Complaints procedures

### **UNION EXECUTIVE COMMITTEE**

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

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

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

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. Members Elect shall be non-voting Members of the Committee.

- 56. Election of the Sabbatical Trustees to the Union Executive Committee Sabbatical Trustees shall be elected by a ballot of all the Full Members in semester two in each academic year as detailed in the regulations governing elections.
- 57. Members of Union Executive Committee shall hold office from midday Friday of the third week of the summer vacation after their election for one full year.

Electoral Provisions The following provisions apply where appropriate.

- (i) No nomination in Semester Two. If no nominations are received by noon on Wednesday of the third week of the Semester Two, nominations will again be called for by noon on Wednesday of the fifth week of semester two, for election in the seventh week.
- (ii) No nominations after second attempt. If no nominations are received after the second attempt, elections will be held in week 4 of Semester One under normal election rules.

Resignation If any Sabbatical Trustee or Sabbatical Trustee elect resigns or vacates their

appointment the following action shall be taken:

- (i) Council having been notified of the vacancy, shall decide whether to confirm the interim arrangements detailed below until the next statutory election or direct that an extraordinary election be held to fill the appointment.
- (ii) Until a new sabbatical Trustee is elected the duties shall be covered by the remaining elected Sabbatical Trustees of HUU and members of staff.

They would be expected to report in the same manner to the Union Executive Committee and to Council.

58. Terms of Office All voting Members of the Committee shall ensure they are registered as students of the University for their period of office. All candidates presenting themselves for election as Sabbatical Trustees must, in the presence of the Returning Officer or his/her designated deputy, sign an agreement setting out the terms and conditions attached to such office.

These Trustees shall be entitled to remuneration for their period in office, as agreed by a meeting of the Remuneration Committee comprising the externally selected trustees.

59. Period in Office Members of the Union Executive Committee shall hold office from midday Friday of the third week of the summer vacation for one year, unless the academic year is changed. In this case, the Board of Trustees will decide whether to lengthen or shorten the term as long as the change is not more than 3 weeks.

60. 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 5 Zones described below.

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) Invest continually to improve services
- (f) Recruit and retain appropriate staff
- (g) Continually strive to improve everything the Union undertakes

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

61. Powers The Committee may make such Standing Orders as are necessary from time to time to give effect to the objects of HUU as defined by the Articles; such Standing Orders shall not be interpreted in such a manner as to conflict with the Articles. Quoracy to discuss issues relating to Standing Orders is 75% (including the Chairperson) and a two-thirds majority is needed to pass any changes. All changes will require ratification by Council.

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

- (a) promulgated on Hullstudent.com and on official notice boards, stating the name of the organisation and details of the subscription or fees to be paid.
- (b) consistent with the Objects of HUU's Articles and does not contravene Charity Law.

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

These Bye Laws detail those Standing Orders which need approval by the Board of Trustees.

62. Scrutiny of Sabbatical Trustees There shall be 5 Zone Committees who will scrutinise the work of each Sabbatical 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 5 Zones are:

- (a) Governance 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

In addition, all of the Sabbatical Trustee Reports to Council will be copied to the other Trustees. The Chair of each zone will be responsible for giving a report on the performance of each Sabbatical Trustee and Zone at each Council meeting.

63. Discipline and Removal from Office

- (a) Members of the Union Executive Committee
  - (i) Code of Conduct Sabbatical Trustee Members of the Union Executive Committee are bound by the Sabbatical Trustee Terms and Conditions and Code of Conduct and will be subject to Disciplinary Action where their conduct or performance is deemed to be below the expected standard.
  - (ii) Disciplinary guidelines and removal from office are detailed in the Sabbatical Trustee Terms and Conditions and Code of Conduct. Sabbatical Trustee Elects shall also be governed by the disciplinary procedure as outlined in this document.

- (iii) Vacant Posts On the resignation, or removal from office, of a Sabbatical Trustee holding a post on the Union Executive Committee, the vacancy shall be filled as prescribed in the Regulations.

### **DISCIPLINARY PROCEDURES**

64. Complaints Upon receipt of a written complaint from any person against a Member of HUU, the UEC shall decide whether the matter is to be reported to the Registrar and Secretary for action under the University's Code of Discipline, or to be dealt with by HUU in accordance with Standing Orders. The Committee shall further be responsible for ensuring that any member disciplined by Council complies with the decision of Council and may, if necessary, report their non-compliance to the Registrar and Secretary. Members of the Union Executive Committee shall be bound by the Sabbatical Trustee Terms and Conditions and Code of Conduct as described above.

Upon receipt of a written complaint from a member claiming dissatisfaction in their dealings with HUU or any of its constituent bodies, or from a student who has opted out of membership of HUU claiming unfair disadvantage, the Committee shall refer the matter to the Complaints Panel as described in the Complaints Procedure below. If the complainant is dissatisfied with the decision of the Panel, the matter shall be referred to the University, in accordance with the Code of Practice. All complaints are to be dealt with promptly at each stage of the procedure, until the issue is resolved to the satisfaction of the complainant or the procedure is exhausted.

### **UNION COUNCIL**

65. Role In addition to authority set out in the Articles, the role of Council will be to:
- (a) Scrutinise the performance and conduct of Sabbatical Trustees, the Union Executive Committee, Zone committees and their individual chairs and all student positions elected to Council.
  - (b) Approve Policy or review and recommend policy 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 Union Council.
  - (d) Hear complaints about a member of the Union or the Union itself.
  - (e) Hear complaints of a disciplinary nature against a Sabbatical Trustee or serious cases referred to them by the Disciplinary Panel.
  - (f) Issue motions of caution, censure and no confidence against individual members of the Council.

### Membership of Council

66. Voting Membership Membership of the Council shall consist of not more than 58 voting members consisting of:
- (a) A maximum of 34 Councillors who fill the named positions in the 4 Zone Committees (see Zone Committee structure below). Education, Sport, Inclusivity and Diversity Zone may have up to 8 positions and Governance 2 positions.
  - (b) 6 Councillors for Scrutiny who will be elected cross campus in week 5 Semester Two elections in the preceding academic year. 2 Councillors for Scutiny will be elected in elections held early in Semester 1 in the year they are to hold office.
  - (c)
  - (d) 8 members elected by the Faculties.

Elections will take place as described in the election regulations which will normally be by ATV or STV systems.

Voting members of Council are to hold office on Council from Monday of week one in the first semester of the academic year following their election, for one year. A member of any committee or representative body, except the Union Executive Committee, may stand to be an elected member of Council. Resignation from a post above automatically causes resignation from Council.

67. Ex officio members Members of the Union Executive Committee shall be ex-officio members of Council without voting rights.
68. Quoracy Quoracy of Council shall be 50% plus one of the voting members. This shall be determined at the start of each academic year dependent on the number of positions in each zone.
69. Vacancies Should a casual vacancy arise from the voting membership of Council during the academic year, Council reserve the right to hold an emergency election, as detailed in the elections standing orders, to ensure Council is at full membership. Should a vacancy arise after elections are held in week 5 of Semester Two and before the start of the following academic year, the candidate placed second in the respective ballot (Positions 66 (a),(c) and (d)) will be invited to join Council and so on until the vacancy is filled. For positions in 66 (b), the candidate placed ninth will be invited to join Council and so on until the vacancy(ies) is/are filled.

#### Chairperson of Council

70. Election Chairperson and Deputy Chairperson of Council shall be elected by Council, from amongst its voting members, each academic year at the first meeting of Council. The Chair of Council is to be taken by a member of the Union Executive Committee for the election. The Chairperson and Deputy Chairperson shall be eligible for re-election if a member of Council for subsequent academic years. If for any exceptional purposes, the chair has not been elected, the President of the Students' Union shall act as Chair until the election has taken place.

The Chair shall be elected by the single transferrable vote method. In the event that the winning candidate is RON (reopen nominations) then the election will be reopened and the process will continue until a chair is elected. In the event that no one is elected after 3 elections, the President of the Students' Union will take the chair for that meeting.

71. Temporary Election 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 the Deputy Chairperson of Council. In the absence of either one or both of the Chairperson and Deputy Chairperson, the Union Council Meeting shall elect a replacement from amongst its number in accordance Paragraph 70 and who in any case shall not be a member of the Union Executive Committee, to take the Chair for the duration of that meeting. An election of Chairperson shall be conducted by a member of the Union Executive Committee. The Chairperson shall conduct the election for Deputy Chairperson.
72. Casting Vote The Chairperson or Deputy Chairperson, when in the Chair at a meeting, shall not take part in any debate or discussion and shall have no vote except the casting vote in the event of the voting on any motion being equal. The Chairperson or Deputy Chairperson when in the Chair shall stand down when directly or indirectly involved in a motion.
73. Roles of the Membership in Council
- (a) Named Members  
Whilst their power lies in their area of responsibility, as a Council member they will have the opportunity to scrutinise the performance of others.
- (b) Members for Scrutiny  
These members are specifically elected to represent students in a scrutiny role and to bring any concerns from the wider student body to the attention of Council.
- (c) Members from Faculties  
As well as taking part in Council matters, they will be representing their faculty and expected to bring to Council's attention appropriate issues from an academic point of view. They will be expected to hold at least one open surgery in a prominent place in the Union or Faculty each semester.

A more detailed role description will be described in the standing orders for these positions

74. Three meetings shall take place in each Semester at 6.30 pm on dates to be agreed and published at the start of the academic year for both semesters.
75. Notice Meetings of Council shall be convened by the President of the Students' Union. 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 displayed on the official notice board in University House and on the official website. Such notification and display shall be effected at least five clear days 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.
76. 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 clear days notice is given.
  - (b) any 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.
77. 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.
78. 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 President of the Students' Union 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.

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

- 79. Move into Committee The Council may resolve to go into committee. If Council goes into committee no records shall be kept of its proceedings unless Council resolves to do so. Council may exclude any or all of those present who are not voting members of Council.
- 80. Minutes The minutes of all meetings of Council are held in the Administrative Offices in Hull and made available for inspection by Members during normal office hours. They shall be published on the official website.
- 81. Meeting Procedures These are documented in the relevant Standing Order.

## **THE ZONES**

- 82. Zone Committees There shall be 5 Zone committees. Four zones, Education, Inclusivity and Diversity, Sport and Activities shall have similar powers. (The fifth Governance Zone is described below.) The activity of the four zones will be co-ordinated by a member of UEC. The zones will meet in weeks 3,5,7,9 and 11. Wherever possible these will take place using video conferencing to minimise travelling. The day and time of the meetings will be decided at the start of each semester by UEC. This will then remain fixed for the semester to enable effective diary planning for all of the members unless the majority of members agree otherwise.
- 83. 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.
- 84. Chairperson's Duties and Powers The Chairperson will:

- (a) Chair all meetings.
- (b) Be a member of the Governance Zone in addition.
- (c) Report back in writing and verbally to each Council meeting on the progress made towards agreed plans.
- (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 Council at the discretion of the Chairperson of Council. In reaching a decision, Chairperson of Council will take into consideration whether the matter is of sufficient importance that it could not wait until the next official meeting.

85. 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.

86. 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 censure and no confidence against the UEC member to Council.
- (c) Pass a motion of caution, censure 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

87. Governance Zone The principal aim of this zone will be to scrutinise the performance of the President of the Students' Union in relation to the effective implementation of agreed campaigns, the co-ordination of the work of UEC, representation to the University and outside bodies and delivery of the agreed strategy for the President of the Students' Union's area of responsibility.

(a) Membership:

President of the Students' Union  
 Chair Council  
 Chair Education Zone

Chair Inclusivity and Diversity Zone  
Chair Sport Zone  
Chair Activities Zone

- (b) Meetings These will be held in weeks 4, 6, 8 and 10 of each semester 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 Council. The committee may recommend policy to be considered by UEC and recommend disciplinary action to Council against the President of the Students' Union.

88. 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**

89. 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.
90. 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 Council shall be elected as detailed in standing orders governing elections 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.
91. 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.
92. Election of other members Election of other members of Standing Committees shall be in accordance with the relevant Standing Orders.

#### **REMOVAL FROM OFFICE**

93. Motions of "caution", "censure" or "no confidence" These motions may be brought against any elected member. Such motions shall follow the agreed format for motions laid before 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 Council. In the case of a Sabbatical Trustee, the disciplinary process as laid out in the Sabbatical Trustee Terms and Conditions and Code of Conduct shall be followed.
94. Appeal Procedure for Sabbatical Trustees The President of the Students' Union 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.
95. Termination of Office for a Sabbatical Trustee The President of the Students' Union 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.

If the President of the Students' Union is subject to a successful Vote of No Confidence, the Deputy President shall be responsible for the administration of the Appeal Procedure.

#### **ELECTION OF MEMBERS OF UNIVERSITY SENATE**

96. Student members of University Senate shall be elected in Semester 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 Academic 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, Academic Council shall decide which nomination shall stand; where there is only one nomination, Academic Council shall take note.

#### **RECOGNISED SOCIETIES**

97. Recognition Any society wishing to be recognised by the Union shall submit its proposed constitution to the Governance Zone for approval and to Council for ratification. The constitutions must comply with such other requirements as are specified in the relevant Standing Orders. Council may grant or withdraw recognition at any time. Amendments to the constitution of any recognised society shall require the approval of Council.
98. 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.

## PART B

### **FINANCIAL REGULATIONS**

99. Responsibility The Board of Trustees is responsible for ensuring that HUU funds are used in accordance with the Charities Acts, the Education Act 1994 and any other statutory requirements or conditions that the University may from time to time prescribe.
100. Aim The purpose of the controls and checks detailed in this section is to ensure that, subject to the restrictions mentioned above, HUU funds are used in the best interests of the members.
101. Ultra Vires Expenditure is likely to be ultra vires unless it is provided to support activities that relate to HUU members as students or the affairs of the University of Hull as such. Additionally the Charity Commissioners place further restrictions on political activities, even when these activities relate to students as students. Donations from HUU funds to external organisations are not permissible; this does not prevent members or constituent bodies from raising funds for charitable purposes.
102. Financial year The financial year shall be from 1 August to 31 July.
103. Clubs and Societies Specific regulations covering Clubs (AU) and Societies are at Annex A and Annex B respectively and are to be interpreted in such a manner as not to conflict with the instructions detailed below.

### **ANNUAL BUDGETS**

104. Preparation At the first meeting of the calendar year, the Board of Trustees will agree the guidelines for the preparation of the budget for the next financial year. Unless there are agreed strategic reasons for doing so, the budget is to be balanced. A copy of the budget summary shall be forwarded to the University.
105. Responsibility The President of the Students' Union will be responsible for co-ordinating the budget preparations of the student areas: the Zones. Sabbatical Trustees will be responsible for their Zone budget which should be approved by the Zone Committee.  
The Chief Executive will be responsible for preparing the budgets of the administrative and commercial areas.

The draft budget is to be agreed by UEC prior to presentation to the Board of Trustees. Normally, the budget and explanatory details will be circulated to the Trustees at least 5 working days before the meeting.

106. Discretionary Powers In the event that the budget is not approved by the start of the financial year, the Board of Trustees shall be empowered to authorise recurrent expenditure up to 25% of the levels agreed in the budget for the previous year.
107. Subsequent Amendments to the Agreed Budget UEC shall only propose amendments to the approved budgets during the course of a financial year by seeking a resolution to that effect from the Board of Trustees and obtaining ratification to the proposed amendment from the University authorities.

### **CONTROL OF INCOME AND EXPENDITURE**

108. Periodic reports The Finance Manager is to make available periodic reports of income and expenditure to the Trustees and University authorities, at such times and for such periods as the University authorities may from time to time determine.
109. Management Accounts For accounting purposes, the financial year is split into thirteen account periods of 4 weeks with Periods 1 and 13 varying in length to fit in with the accounting year start and end dates.

At the end of each account period, a Management Account will be issued by the Finance Manager, showing income and expenditure for the accounting period and the year to date, against budget

110. Standing Committee expenditure The annual budget estimates may include an allocation to facilitate the work of a Standing Committee. It is the responsibility of the officers responsible for the Zone when requesting payment to ascertain that funds are available for such expenditure. In the event of over-expenditure, such officers shall be answerable to the Board of Trustees, and may in the final event be held personally liable for repayment of the outstanding amount.
111. Over Expenditure The Finance Manager shall bring to the notice of UEC and the Board of Trustees any account which shows evidence of over-expenditure as against its approved budget level and shall ensure that no further payment is authorised from the account until corrective action has been taken and agreed by the Board.
112. Authorisation of Expenditure
  - (a) Limits of Authority/Commitment to Expenditure Annex C outlines the authority levels. These shall be formally reviewed as required by the Board of Trustees.

- (b) Financial Transactions (HUU) The approval of financial transactions shall require the signature of one approved Sabbatical Trustee signatory and one approved staff signatory. The student approved signatories shall be the President of the Students' Union and two other Sabbatical trustees drawn by lot at the first meeting of UEC. The staff signatories shall be the Chief Executive, the Director of Membership Services and HR, the Director of Commercial Services, Finance Manager and the Accounts and Payroll Co-ordinator .
- (c) Financial Transactions (HUU Services Ltd) As in (b) above.

These Sabbatical Trustees and officials are hereinafter referred to as the "authorised Trustee and official". No authorised Trustee or official is to authorise a payment due to him or herself. Any person failing to obtain proper authorisation in accordance with these rules is personally liable for any costs that may be incurred.

113. Contracts Contracts and other financial agreements with outside bodies shall require the signature of an authorised Trustee and official, unless a specific variation is detailed in Standing Orders, regulation or resolution of the Board of Trustees. All such agreements are to be in writing; any verbal agreements are only to be made subject to confirmation in writing.
114. Establishment of and transfer to separate funds The Board of Trustees shall establish separate funds as are deemed necessary, in accordance with the powers vested in it by the Articles and Charity law, and make allocation in the annual budget estimates for transfers into such funds. These shall be clearly defined in the Report and Accounts with definitions in the account rules.
115. Charges and fees HUU Services Limited Board is responsible for setting the level of charges and fees for HUU services.
116. Purchases An official HUU order form or credit card approval form, signed by the appropriate authorised Trustees and officials must be obtained for any item ordered through the University or outside suppliers (excluding products for resale).
117. Application for payment An application for payment is to be made using either a Cash, Cheque Claim, BACS, Credit Card or Internal Transfer Voucher. The request for such payments is to be made as follows:
- (a) Standing Committees; Chairperson or Treasurer and President of the Students' Union or President responsible for budget
  - (b) Club or Society; as detailed in Annex A and B respectively
  - (c) Student Services expenditure other than 'a' or 'b' above; President of the Students' Union or President responsible for budget

Appropriate receipts or invoices are to be attached. The application is to be counter-signed by an authorised Trustee and official, except where such a payment is to be fully charged against an 'Own Account'.

118. Security of cash All cash is to be banked with the HUU Cash Office as soon as possible. Where it is essential to hold cash overnight or during weekend periods, arrangements are to be made with the Duty Manager or Duty Porter for safekeeping in the Night Safe. Deposits are to be made using self-seal cash bags, available from the Cash Office, Duty Manager or Duty Porter.

### **MATTERS SUBJECT TO SPECIAL ARRANGEMENTS**

119. Motions to UGM or Council Any motion to a Union General Meeting or Council Meeting, which would involve expenditure of HUU funds must appear on the agenda of the meeting, detailing the amount involved and from which budget allocation it shall be funded. In very exceptional circumstances, the Chairperson may accept an emergency motion provided that the matter has been discussed with the President of the Students' Union prior to the meeting.
120. External Funds The Charity Commissioners have agreed that HUU funds may be used in the provision of support services to enable HUU members to promote charitable activity. Donations and grants from external organisations will normally be used to support specific projects and activities. UEC should ensure that HUU funds are used to support members in their charitable works and are not transferred or used to provide help for external organisations.
121. Hire of vehicles In law HUU has a duty of care to take all reasonable steps to ensure the safety of members when undertaking any official activities. This duty of care extends to ensuring that the drivers of hired vehicles are competent for the task and that the vehicles are maintained in a roadworthy condition. To this end any member who wishes to hire a vehicle for any activity organised under the auspices of HUU, even when the costs are to be charged against an 'Own Account', is to obtain an official HUU order form from the Cash Office for non AU hire, from the Sports Co-ordinator for AU hire. When the hire involves the use of a minibus, the driver must hold authorisation to drive a minibus. All appropriate documentation e.g. Trip Registration Forms, must be completed.
122. Campaigns expenditure - general The annual budget estimates shall include an allocation to facilitate the activities of Campaigns . The allocation shall be sub-divided into two categories:
- (a) expenditure on transport in support of demonstrations and lobbies
  - (b) other expenditure.

Such expenditure shall be authorised and accounted for as detailed below.

123. Campaigns - expenditure on transport Shall be subject to the following conditions:



- (a) that no more than 50% of the total cost of such transport be met from Union funds
- (b) all orders for transport shall be submitted on an official HUU order form signed by the authorised Trustee and official
- (c) that all tickets shall be credited to the travel expense nominal code in the Campaigns Account. The Chair Campaigns and Democracy is to ensure that a satisfactory system for the sale of tickets is established and that all funds accruing from the sale of tickets is paid into the HUU Cash Office

124. Campaigns - other expenditure Expenditure, excluding transport costs, in support of a campaign, is to be authorised in accordance with normal procedures laid down for Standing Committees.

125. Conference expenditure The annual budget estimates shall include an allocation to facilitate the attendance of HUU sponsored delegates and observers at conferences. The allocation shall be budgeted and accounted for in two categories:

- (a) NUS National Conferences
- (b) other conferences to be allocated funding from the relevant Zone budget area

Approval for exceeding any of the above Conference Budgets is required from UEC.

In exceptional circumstances, where it is impossible for the matter to be reasonably left to the next meeting of the Board of Trustees, the matter may be referred to the Union Executive Committee for a decision in principle and on funding. In the event of a decision being taken in this manner, only one delegate or observer shall be funded for a conference outside the region.

126. Conference expenses Conference expenses shall be accounted for in two categories:

- (a) cost of registration and accommodation
- (b) cost of travel and subsistence

Unless otherwise agreed by the President of the Students' Union, travel shall be by coach or rail if the delegate or observer holds a Young Persons Rail Card. Expenditure on tickets is to be agreed by the authorised Trustee and official. Subsistence allowance as agreed by UEC from time to time and any incidental expenses shall not be authorised until a report from the delegate or observer is accepted by Council.

127. Affiliations - notification An affiliation must be of identifiable benefit to HUU in accordance with the Objects of HUU (Articles refers). An application to affiliate to an external organisation is to follow the procedure outlined in Paragraph 61 above.

128. Affiliations – authorisation UEC may authorise an affiliation to an external organisation provided that the proposal is carried by a two-thirds majority of those present and eligible to vote.

UEC is to ensure that HUU funds are not used to affiliate to an external organisation unless authorised in accordance with this procedure.

A secure petition of 200 full members objecting to an external affiliation will trigger a referendum of all full members to approve or otherwise the affiliation.

129. Collections Council may only grant permission for a collection to be held in University House when the proceeds are to be used for any cause which UEC deems as charitable.

### **ACCOUNTS**

130. Audit The accounts of HUU shall, at the end of each financial year, be audited by an External Auditor. The accounts are to include a list showing all external organisations to which the Union or any of its official bodies have affiliated to, together with details of such expenditure. The accounts must meet the requirements of the current accounting standards.

131. Presentation The Honorary Treasurer shall present the audited accounts of the preceding financial year to a meeting of the Board of Trustees, together with a full written report. A copy of the accounts signed by the Auditor is to be forwarded to the University authorities.

### **WITHDRAWAL OF PROVISION**

132. The Trustees of HUU reserve the right to suspend funding from any area or department where it is deemed that the activities being undertaken bring the Union into disrepute or contravene:
- (a) the Articles, Bye-Laws or Standing Orders
  - (b) the law

### **COMPLAINTS**

133. Written Complaints against a Member(s) Upon receipt of a written complaint from any person against a member(s), the President of the Students' Union will decide whether the complaint could lead to disciplinary measures being taken. This is likely to be where there has been a breach of the HUU Code of Conduct required by the Articles (Appendix D). If this is the case he/she shall refer the complaint to a Disciplinary Panel who will deal with the matter as detailed in standing orders governing discipline. If not, the complaint will be referred to the Complaints Panel as outlined below.

134. Written Complaints against HUU Hull University Union (HUU) aims to ensure that there is a fair and systematic approach in the enforcement of policy and procedure adopted by its Trustees and constituent bodies. To further this aim any member who wishes to complain about any matter related to the activities of HUU or about unfair disadvantage arising from non membership of HUU, other than for matters of a disciplinary nature, may complain to the Complaints Panel, by forwarding a written complaint to the President of the Students' Union.

Where a student has a concern about the manner in which the above processes have been discharged, they can speak to one of the four External Trustees, who will look into the matter and respond in writing.

## **COMPLAINTS PANEL**

### 135. Duties

The Complaints Panel will hear written complaints referred to it against a member and against Hull University Union.

The President of the Students' Union, in accordance with the HUU Articles, has a responsibility, upon receipt of a written complaint from any person against a member, members, or HUU to form a Complaints Panel consisting of:

(a) Voting members:

- (i) President of the Students' Union (Chairperson)
- (ii) Two other randomly drawn members of the Union Executive Committee (UEC)

(b) Non voting members:

- (i) The Chief Executive, or in his or her absence, a member of staff nominated by the UEC, who is to advise the Panel on procedural and constitutional aspects

No-one may sit on the panel if the complaint is about them or relates to their area of responsibility and if this renders the President of the Students' Union unable to act another member of UEC may act in their place. If there are insufficient members of UEC able to act, the Chief Executive will, in consultation with the Chairperson of Council, appoint suitable persons not involved with Appeal stage to act.

### 136. Interpretation

In interpreting these Standing Orders the following matters are to be taken into account.

- (a) The provisions of the Standing Order Governing Standing Committees do not apply to the Complaints Panel or the Complaints Appeal Panel.
- (b) A 'clear day' does not include a Saturday, Sunday, Bank Holiday or University Holiday.

- (c) Within the text 'complainant' is used in the singular form; where applicable these are to be read as being in the plural. Where a complaint is made against a recognised HUU club or society, its Chairperson or President is to enter a plea and answer on behalf of the club or society.

### **HEARING A COMPLAINT AGAINST HULL UNIVERSITY UNION (HUU) or MEMBER(S)**

#### 137. Procedure

A letter outlining the complaint should be sent to the President of the Students' Union who shall then convene a meeting of the Panel. The hearing will normally be held between 5 and 10 clear days of the receipt of the letter. The President of the Students' Union is to:

- (a) advise the complainant of the date, time and venue of the meeting in writing
- (b) post notifications of the meeting on the Official Notice Board

at least two clear days prior to the meeting.

138. The Panel shall hear evidence in open session from the complainant, who may be accompanied by a friend who shall be a member. The President of the Students' Union shall ensure that both parties are given full opportunity to state their case and to question the evidence and statements made by the other party.

- (a) if the complaint is against a member(s), they shall be allowed to give evidence in their defence.
- (b) if the complaint is against a club/society/committee, their Chair/President will represent them.
- (c) if the complaint is against HUU, a member of UEC who has responsibility for the area of complaint will give evidence in HUU's defence.

Members of the Panel are also given the opportunity to put questions.

139. When all the evidence is heard the Panel shall go into closed session to consider the merits of the complaint. If after discussion in private session the Panel wishes to reconvene the hearing, the Chairperson shall recall both parties. The Chairperson may adjourn the meeting if in their opinion it is necessary to obtain further evidence or advice.

140. The Panel having reached a decision, the Chairperson shall announce the result in open session. The President of the Students' Union shall confirm this in writing, no later than two clear days after the hearing. The minutes of the meeting shall be tabled for noting at the next meeting of UEC.

#### 141. Appeal

If the complainant is dissatisfied with the decision of the Complaints Panel, they may request that the issue is referred to the Complaints Appeals Panel by writing to the President of the Students' Union with grounds for appeal within 5 clear days of the Complaints Panel decision. The President of the Students' Union will arrange for the Complaints Appeal Panel to meet no later than 10 clear days after the appeal letter is received.

### **COMPLAINTS APPEALS PANEL**

142. Membership

The voting membership of the Panel will be made up as follows:

- (a) Chairperson of Council who will chair the meeting (casting vote only) or the Deputy Chairperson if the Chairperson of Council is involved in the complaint.
- (b) 18 members of Union Council who have been drawn by lot.

The non-voting membership will be made up as follows:

- (a) A member of UEC who was not involved in the original complaint to act as Secretary.
- (b) Chief Executive or other suitable staff member to act as advisor.

143. Quoracy

The quoracy for the meeting will be 10 voting members.

144. Procedure

This will follow the procedure of the Complaints Panel outlined above.

145. In the event of the complainant not being satisfied, they may request that the issue is referred to the University in accordance with the Code of Practice. However the University will normally only hear the appeal if it is based on the agreed procedure not being followed. Such a request is to be made to the University no later than five clear days after the date of the Complaints Appeal Panel hearing. The University may appoint an independent person to investigate and report on the complaint providing it has been dealt with previously by the above procedure and the complainant is not satisfied.

### **ELECTION OF OFFICER TRUSTEES**

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

Annexes:

- A. Financial Procedures Governing Athletic Union Clubs
- B. Financial Procedures Governing Recognised Societies

- C. Limits of Authority
- D. HUU Members Code of Conduct

Passed at UEC:

Board of Trustees: 19<sup>th</sup> April 2013

Ratified Union Council: 29<sup>th</sup> April 2013

Part B Approved By University Council:

Passed by Union Council: 8<sup>th</sup> May 2017

Passed at UC: 23 April 2018

**FINANCIAL PROCEDURES GOVERNING  
ATHLETIC UNION CLUBS**

**PREFACE**

1. Interpretation In these Standing Orders, unless stated otherwise, the use of the word 'club' shall mean any club recognised by Athletic Union Council in accordance with the Athletic Union Standing Orders.
2. Limitations A club shall not be eligible for a grant unless:
  - a) it is established in accordance with the Athletic Union Standing Orders
  - b) a membership subscription set by the AU Executive is charged for each academic session
  - c) A member of the club committee has made contact with the Sports Officer before the beginning of the next academic year to confirm the continuation of the club

All eligible clubs have the right to receive a grant. The level of the grant will be dependent on the annual grant allocation from the HUU budget.

**BUDGET ALLOCATION**

3. General The Trustees shall allocate a block grant for the Sports Zone in the annual budget estimates.
4. Application for Extra Funds Club grants set by the Sports Officer and ratified at the Athletic Union Council are final. Clubs are able to apply for extra funds throughout each academic year by submitting the necessary paperwork to the AU Treasurer for approval by the Athletic Union Executive Committee.
5. Assessment for Extra Funding The Athletic Union Executive Committee, in considering applications, shall take into account:
  - a) the level of activity proposed, and past where appropriate
  - b) membership level
  - c) The current balances of both the clubs primary and secondary accounts
  - d) the cost of essential safety equipment required
6. Declaration of grant The grant allocation, having been set by the AU Executive Committee, shall be displayed at least one week before it is taken to Athletic Union Council for ratification. The decision of Athletic Union Council on the grant allocations shall be final.

## CONTROL OF INCOME AND EXPENDITURE

7. Accounts All club monies are to be held by the HUU Cash Office, and shall not be lodged with a bank, building society or outside agency. The Cash Office shall keep a Primary and Secondary account for each club:
- a) Primary account to hold the monies allocated by AU Council in the form of the club grant and all subscription monies.
  - b) Secondary account ( "own account") to hold income from donations or any money raised by the club, or members of the club through socials or other fund raising activities.

Any credit balance remaining in the Secondary account at the end of the financial year shall be carried forward unless the account has been dormant for two financial years, in which case the credit shall be transferred to AU General Funds. A debit on Secondary accounts shall not be carried forward without the express permission of Union Executive Committee (see Liability paragraph 12). Any credit balance remaining in the Primary account at the end of the financial year shall revert to AU General Funds.

8. Income All monies received are to be banked with the Cash Office as soon as possible indicating source of income and account number to be credited. All membership subscriptions are to be paid directly to HUU as directed by Sports Officer. Individual clubs must not collect subscriptions.
9. Expenditure - Secondary account A club shall have full control over expenditure charged against its Secondary account, subject to authorisation as detailed at paragraph 11 below.
10. Expenditure - Primary account Account expenditure must be directly related to the sporting activities of the club, the use of funds in the primary account are at the discretion of the Sports Officer and Sports & Societies Co-ordinator. Any donations and material support given to external organisations must be approved by Sports Officer and be legal in particular meeting the Education Act 1994 and Charities Acts.

Only in exceptional circumstances shall the primary account be authorised for use apart from for the following expenditure:

- (1) equipment purchases as agreed in advance by the AU Executive Committee.
- (2) instructors' wages or expenses.
- (3) entry fees to a competition approved of by Sports Officer.
- (4) insurance of equipment purchased by the Athletic Union, or insurance of club members which is compulsory for participation in the sport.
- (5) home match costs such as referees' expenses, pitch hire or other associated expenses.
- (6) transport costs to away matches



11. Expenditure - authorisation A specimen signature of the authorised club officials (President, Treasurer and Secretary) shall be submitted to the Cash Office at the beginning of each session. Applications for payment are to be made using official HUU cash or cheque claim vouchers.
  - a) Primary account; the signature of Sports Officer and the Union Admin Assistant Sport only.
  - b) Secondary account; the signatures of two of the authorised club officials.

No authorising club officer is to authorise a payment due to themselves. Where it is not possible to obtain a second signature from an authorised club officer, either the Sports Officer or the Athletic Union Treasurer or an authorised staff signatory may counter-sign, if they are in possession of the relevant information.

12. Liability The club authorising officials shall ascertain that funds are available before authorising payment. In the event of over expenditure, such officers shall be answerable to AU Council, Finance and Union Council. They may, in the final event, be held personally responsible for repayment of the outstanding amount.

## **FINANCIAL PROCEDURES GOVERNING RECOGNISED SOCIETIES**

### **Section 1 HULL CAMPUS**

#### **INTRODUCTION**

1. **Interpretation** Unless the context implies otherwise, the use of the word 'Societies' shall mean any Society recognised by Union Council in accordance with the Articles and relevant Standing Orders.
  
2. **Society Grants** When HUU finances permit, grants will be made available to societies to help further their aims. A society will be eligible for a grant if:
  - (a) it is ratified by Union Council
  - (b) it is established in accordance with Standing Orders Governing Union Societies
  - (c) a minimum membership subscription is charged which will be set by Activities Officer and reviewed each academic session
  - (d) it has 30 paid members with such subscriptions having been paid into the Cash Office, for credit to the Primary Account of the Society

The allocation of available grant money will be agreed by the Societies Executive Committee and ratified by the Activities Zone. In determining the allocation, the Executive Committee will take into account:

- (a) the level of activity, proposed and past where appropriate
- (b) membership level
- (c) the proposals by the Society to generate income
- (d) dual membership of Societies with similar aims and objectives
- (e) contribution to HUU, or to its profile
- (f) proposals to develop or train its members
- (g) the service a Society offers to students
- (h) contribution to the University or Community of Hull
- (i) the expense of the Society's activity

The Societies' Treasurer and Chair Societies will be responsible for the administering the grants once approved.

#### **CONTROL OF INCOME AND EXPENDITURE**

3. **Accounts** All Society monies are to be held by the HUU Cash Office and shall not be lodged with a Bank, Building Society or outside agency. All Primary account Society

transactions must be authorised by the Activities Officer. In their absence, the Student Activities Co-ordinator or in their absence the Director of Membership Services and HR may authorise expenditure having ascertained the Society's account has sufficient funds.

The Cash Office shall arrange for a Primary and Secondary account for each Society:

- (a) Primary Account to hold the following:
  - (i) Society Grant (if available)
  - (i) Membership Subscriptions
  - (ii) Other monies raised for activities in line with the main Constitution of the Society
- (b) Secondary Account to hold the following:
  - (i) Monies for activities outside the main Constitution of the Society, e.g. T-shirts and one-off social activities

Any credit balance remaining in the Secondary account at the end of the financial year shall be carried forward unless the account has been dormant for one financial year or is not re-ratified at the first Governance Zone meeting of the following academic year, in which case the credit shall be transferred to the Society Executive Committee account held in the Societies budget. Any credit balance remaining in the Primary Account at the end of the financial year shall revert to the Activities Officer budget for Societies at the Officer's discretion.

4. Income All monies received are to be banked with Cash Office within one clear day. All membership subscriptions are to be paid directly to HUU as directed by the Activities Officer. Individual societies must not collect subscriptions.

5. Expenditure – Secondary account

- (a) No payment or signing out process of HUU shall allow non-signatories to spend Society's primary or secondary monies. If this occurs, HUU must bear full responsibility for the error.
- (b) A Society shall have full control over expenditures charged against its Secondary account, subject to authorisation as detailed below.

6. The funds in the Society's Primary Account must be tightly monitored by the Treasurer, other Society signatories and the Activities Officer (in conjunction with the Societies Officer to ensure that they are used strictly within:

- (a) the interests, aims and objectives of the Society as written in its Constitution
- (b) the aims, objectives and rules of HUU as written in the Standing Orders, Articles, Bye Laws and Policy as agreed by Council or General Meeting

- (c) the law, with particular reference to the Education Act 1994 and Charities Acts. Any donations and material support given to external organisations must be approved by the Activities Officer.

A maximum of 100% of the total cost of the following can be claimed from a Society's Primary or Secondary Account, as long as the expense is wholly and strictly within (a), (b) and (c) above, that the relevant paperwork is completed and signed, that sufficient funds are in the account and receipts/invoices handed in to the cash office.

- (1) Printing - leaflets, posters, T-shirts, membership cards, and other materials from print outlets.
- (2) Equipment Hire - hiring of technical equipment and other costs associated with presentational and other equipment.
- (3) Equipment Purchase - all equipment to be purchased must be registered on an inventory, to be handed in to the Chair Societies. The equipment remains the property of the Society, and remains so when signatories leave.
- (4) Conference Fees and Related Travel - the registration, travel and subsistence costs for up to 2 members for a Society attending a relevant conference.
- (5) Guest Speaker - the costs of funding a guest speaker - travel costs and the costs of a meal for the guest speaker and 1 member of the Society when entertaining the speaker.
- (6) Training Costs - the expenses incurred to train a Society's or HUU members in skills that will directly benefit themselves, their personal development or HUU, such as instructor fees.
- (7) Educational Materials - the costs associated with purchasing educational materials, as long as they are within the aims of the Society.
- (8) Social Events - all costs associated with holding a social event can be claimed (such as room/DJ hire) except for any contribution towards refreshments (i.e. food and drink).
- (9) Affiliation Costs to National Organisations - where a benefit can be justified to a Society's members, and is passed by Council in accordance with Standing Orders.
- (10) Any Other Expenditure not listed above, providing that the Activities Officer agrees to the expenditure.

7. Expenditure - authorisation A specimen signature of the Chairperson, Secretary, Treasurer and other Nominated Signatory (as elected at a quorate General Meeting of the Society) shall be submitted to the Cash Office at the beginning of each session. Application for expenditure from:

- (a) Secondary account shall require the signature of the Chairperson/ Secretary/Treasurer/Nominated Signatory and the Student Activities Co-ordinator

- (b) Primary Account shall require two signatures from the Chairperson/ Secretary/Treasurer/Nominated Signatory, and counter signature of the authorised Trustee or official

Where it is not possible to obtain a second signature from an authorised Society officer the Activities Officer is to counter-sign. Application for payment from either Primary or Secondary account is to be made using the official HUU cash or BACS claim voucher.

Any reimbursement claim for a nominated signature must be authorised by two of the other Society authorised signatories.

- 8. Liability The Chairperson and Secretary/Treasurer or other nominated authorised signatory shall ascertain that funds are available before committing the Society to expenditure or authorising payment. In the event of over expenditure, such officers shall be answerable to the Activities Zone and Council, and may in the final event be held personally liable for repayment of the outstanding amount. In addition, Society Officers considered by Council to have broken financial regulations can be fined up to £100.

## LIMITS OF FINANCIAL AUTHORITY

	BOARD OF TRUSTEES	UNION EXECUTIVE COMMITTEE	STUDENT OFFICER/ STAFF AUTHORISED SIGNATORIES
Purchase of capital equipment, structural alteration, building repairs	Over £25k	Up to £25k	Purchase of replacement equipment and repairs Up to £5k
Loans from external sources	Over £10k	Up to £10k	
Loans to members	Over £500		Bridging loans in Advice Centre Salary Advances (not to exceed £500)
Lease of equipment	Over £10k (per annum)	Up to £10k (per annum)	Not to exceed £2.5k (per annum)
Annual budgets	Overall approval of annual budgets		

## Hull University Union Limited Bye-Laws

### Appendix D Members' Code of Conduct

#### Introduction

HUU is a members' organisation. To be successful as a community, every member needs to behave in a way that respects our fundamental values. These values have developed over time and they have helped us become the well respected and professional organisation we are today.

As a member, you will be expected to uphold our values so that you are part of a supportive community in which you can play an active part. You will be treated respectfully and courteously and you will be expected to behave similarly to your fellow students, staff, visitors and the local community.

As a member of a democratic organisation, you have the opportunity to influence our policy. You will be expected to conform to those policies agreed through the democratic processes particularly in respect of equality of opportunity and the fair treatment of others. If you believe you have been treated in a way that breaks this code, you have the right to complain and expect us to treat your complaint promptly and fairly. Equally, if you are subject of a complaint, it will be dealt with promptly and fairly.

#### Procedure

1. This Code sets out the procedures to be followed in the case of a complaint against the conduct of an individual member(s) of Hull University Union (HUU) ("the member(s)").
2. For the purpose of this procedure, members are defined as in the HUU Articles. This Code of Conduct also applies to Associate Members other than HUU members of staff who will be subject to the disciplinary procedure detailed in the Staff Handbook.
3. This Code concerns the disciplinary rules and procedures that operate within HUU. HUU believes that rules and procedures are necessary for promoting orderly relations as well as fairness and consistency in the treatment of individuals.
4. It is important that members know what standards of conduct and performance is expected of them. As a result full details of this policy/procedure will be given to members when appropriate.

## Scope

5. Disciplinary action may be taken in respect of any breach of the Code:
  - 5.1 on HUU premises
  - 5.2 while the member is using HUU facilities or at an HUU event
  - 5.3 while a member is representing or acting on behalf of HUU at any event of whatever kind and wherever held
  - 5.4 in relation to actions or incidents between two or more representatives of HUU in any or none of the settings above, or in relation to actions or incidents between HUU representatives and staff or stakeholders

## Meaning

6. In this code unacceptable conduct means (but is not limited to):
  - 6.1 threatening or harassing any other person, whether physically or verbally or through the use of social media
  - 6.2 assaulting any other person
  - 6.3 damaging any property, whether deliberately or negligently
  - 6.4 acting in contravention of the HUU Equal Opportunities Policies or infringing safe space policies
  - 6.5 acting without due regard for the safety of others
  - 6.6 acting with dishonesty or with intent to defraud
  - 6.7 being drunk and disorderly within HUU premises or whilst representing HUU
  - 6.8 being rude to other Members, their guests or staff of HUU or the University

## Disciplinary Process

7. Upon receipt of a written complaint regarding a member's/ members' conduct from any person, the President of the Students' Union will decide whether the complaint is:
  - 7.1 A breach of the Code of Conduct and could lead to disciplinary measures being taken. If this is the case he/she shall convene a Disciplinary Panel (as detailed in the disciplinary standing orders) who will deal with the matter. Sabbatical Trustees will be subject to the disciplinary process described in the Sabbatical Trustee Terms & Conditions and Code of Conduct.
  - 7.2 A failure to perform the duties for which the member was elected. In this case the matter will be referred to Union Council or the relevant Committee or Zone for a Motion of Caution, Censure or No Confidence to be considered.



