

Bye-Law 1 – Executive Committee

1. The bye-laws are made pursuant to the Constitution.
2. Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the constitution.
3. These bye Laws were last updated and approved on [x]

Definition

4. The Executive Committee shall be the Officer Trustees as defined in the Constitution and the up to 10 part time student officers as prescribed by point 17.

Purpose

5. Representational: to promote and defend the rights of Members.
6. Campaigning: to campaign on issues affecting Members.
7. The implementation of policy.

Role and Responsibility

8. To represent the voice of the membership.
9. To execute policy through committee and other methods.
10. To review policy annually.
11. To lead the Union in delivering on students' representative and political priorities.
12. Receive a quarterly report from the Trustees.
13. To coordinate any proposals for honorary life time membership.
14. To create, maintain and form membership of any and all relevant sub committees as deemed practicable for effective representation and democracy.
15. To deliver project work commensurate with portfolio and within relevant policy & strategy.
16. The Committee shall be held accountable to the AGM usually through questions from members and at least a written termly report which should be available for reference online.

Composition

17. There shall be the following Executive Committee Officers:
 - 17.1. President (Officer Trustee)
 - 17.2. Vice President, Participation & Development (Officer Trustee)
 - 17.3. Academic Affairs (Executive Officer)
 - 17.4. Activities (Executive Officer)
 - 17.5. Communications (Executive Officer)
 - 17.6. Community Action (Executive Officer)

- 17.7. Equal Opportunities (Executive Officer)
- 17.8. Ethical & Environmental (Executive Officer)
- 17.9. International Students (Executive Officer)
- 17.10. MPP [Mature, Part time, Postgraduate] (Executive Officer)
- 17.11. Services (Executive Officer)
- 17.12. Welfare (Executive Officer)

Portfolio

18. The President shall:

- a) Be the prime representative of the Student Union.
- b) Attend the Board of Governors, Academic Board and other relevant university committees, and report back to the Student Union.
- c) Normally lead delegations to conferences and meetings to external bodies.
- d) Liaise with the National Union of Students and the local NUS Area organisation.
- e) Supervise the General Manager of the Student Union.
- f) Meet the university management regularly, and report back to the Student Union
- g) Encourage students to join and get involved in the Student Union.
- h) Whenever possible, ensure the Student Union works as a motivated team and encourage executive committee members to work to the best of their ability.
- i) In conjunction with the General Manager, draft the Student Union annual budget, and monitor the expenditure in conjunction with the Vice President Participation and Development.
- j) Be a cheque signatory to the Union account.
- k) Ensure that the Student Union accounts are audited annually, and that these are presented to the Board of Governors for information.
- l) Be the official spokesperson of the Union to the media and other external bodies.
- m) Co-ordinate the Union's work in relation to the University's quality assurance process.
- n) To be pro-actively involved in campaigning on a local and national level on issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.

- o) Ensure that the views and opinions of students who suffer discrimination are reflected throughout the Student Union's work.
- p) Establish, maintain contact and provide information from groups and organisations which work on equal opportunities issues.
- q) Promote the positive involvement of all students who face discrimination in all areas of the Student Union's activities.
- r) Represent the views of students who face discrimination to the Student Union and the university.
- s) Liaise with the university, and ensure an input into the development, monitoring and review of the university equal opportunity procedures.
- t) Keep up to date with developments in the field of Equal Opportunities to ensure a contemporary knowledge specific to this area.
- u) Be responsible for actively campaigning on a local and national level on equal opportunities issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.

19. The Vice President, Participation & Development shall:

- a) Publicise the clubs and societies in the union, encourage students to participate.
- b) Deputise for the president in their absence.
- c) Be responsible for any clubs and societies that are formed in accordance with the relevant schedule of the Constitution.
- d) Be responsible for the allocation of grants to clubs and societies and Student Union commercial services.
- e) Monitor the expenditure and activities of all clubs and societies and Student Union commercial activities.
- f) Submit reports to the executive on the funding and activities of clubs and societies and the financial performance of the Student Union's commercial activities.
- g) Issue guidance and advice to clubs and societies officers on organisational, promotion and financial matters.
- h) Help students to set up new clubs and societies.
- i) Be responsible for overseeing and giving feedback to exec on all commercial activities.
- j) Organise a clubs and societies forum to discuss new ideas on the development of clubs and societies.
- k) Attend all clubs and societies Annual General Meetings.
- l) Ensure clubs and societies have a profile at all student induction events.

- m) Assist clubs and societies in their administration with external bodies where necessary.
- n) Develop opportunities for all students through participation in volunteering projects, both internally and within the community.
- o) In collaboration with staff and external bodies work towards ensuring the Student Union is developing across all areas of service it provides to ensure students and staff are gaining all opportunities available to them.
- p) Chair the Environmental committee.

20. The Academic Affairs Officer shall:

- a) Assist the President in dealing with students' concerns, aspirations and problems in relation to education provision.
- b) Liaise with the university on the monitoring and review of the student charter and any regulations governing the conduct of students.
- c) Liaise with Departmental Heads and relevant Student Union staff on developing and maintaining a system for the election, training and the induction of responsibilities for student academic representatives.
- d) Develop and maintain systems for regularly gathering student opinion on the quality of their course and the institutional provision of support services. To regularly raise these findings with the Parent institution.
- e) Be a member of the Academic Board and/or any other bodies established by the university which have a bearing on the education of students.
- f) Be aware of political discussions surrounding the Higher Education sector.
- g) Keep up to date with developments in the field of Academic Affairs to ensure a contemporary knowledge specific to this area.
- h) Be responsible for actively campaigning on a local and national level on academic issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.

21. The Activities Officer shall:

- a) Aim to increase participation in Winchester student Union and run activities by students from all areas of the university.
- b) Organise and supervise the establishment of new sports teams and societies in Winchester Student Union.

- c) Assist the Vice President Participation & Development in the management and regulation of sports teams and societies and other activities led by Winchester Student Union
- d) Assist the Community Action Officer in co-ordinating volunteering opportunities within and outside of Winchester Student Union and where possible to co-ordinate with the University's volunteering co-ordinator.
- e) Focus on promoting the extracurricular activities run by the Student Union.
- f) Attend all club and societies Annual General Meetings.
- g) Ensure clubs and societies have a profile at all student induction events.
- h) Assist clubs and societies in their administration with external bodies where necessary.
- i) Be responsible for actively campaigning on a local and national level on student development issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.

22. The Communications Officer shall:

- a) Assist in organising and supporting Union campaigning and activism.
- b) Promoting democracy and Union governance.
- c) Have and maintain a good working knowledge of media and communication channels.
- d) Promote students within the local community, and preparing regular press releases.
- e) Ensuring that the Students Union website is current, relevant and updated.
- f) Making sure that the Union is visible on campus and for publicising all Union activities.
- g) Keep students up-to-date with news and information from the Students' Union. Whilst supporting and encouraging participation and student engagement.

23. The Community Action Officer shall:

- a) Aim to increase participation in Winchester student Union volunteering and community projects for students from all areas of the university

- b) Organise and supervise the Raising And Giving (RAG) society and the Volunteering Society which are affiliated to Winchester Student Union ensuring active membership and development.
- c) Assist the Vice President Communication & Campaigns in the organisation and promotion of community projects both internally and externally to the Student Union and University.
- d) Co-ordinate volunteering opportunities within and outside of Winchester Student Union and where possible to co-ordinate with the University's volunteering co-ordinator.
- e) Assist the Vice President Participation & Development in ensuring an annual event guide for volunteering projects is created and accessible to students across campus enabling sufficient promotion and participation.
- f) Be responsible for actively campaigning on a local and national level on community related issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.

24. The Equal Opportunities Officer shall:

- a) Establish and maintain contact with, and provide information from, groups and organisations which work on equality issues.
- b) Establish an enquiry service, and advertise its availability on all campuses. Maintain and order stocks of information as required.
- c) When necessary, refer students to relevant organisations regarding equality issues.
- d) Attend any relevant training/briefing days for Student Union Equality Officers.
- e) Campaign on, and raise awareness of equality issues.
- f) Liaise with the Student Services section and, when necessary, university management.
- g) Keep up to date with developments in the fields of Student equality to ensure a contemporary knowledge specific to this area.
- h) Ensure that the views and opinions of students who suffer discrimination are reflected throughout the Student Union's work.
- i) Promote the positive involvement of all students without discrimination in all areas of the Student Union's activities.
- j) Represent the views of students who face discrimination to the Student Union and the university.
- k) Liaise with the university, and ensure an input into the development, monitoring and review of the university equal opportunity procedures.

- l) Chair the Equality and Diversity committee.

25. The Ethical & Environmental Officer shall:

- a) Be responsible for all matters involving the environment regarding Winchester Student Union.
- b) Work alongside the General Manager to ensure that Winchester Student Union is working towards sustaining and developing its work within the Green Impact awards scheme.
- c) Attend any relevant University committees and working groups.
- d) Establish/maintain contact and provide information from groups and organisations which work on environmental issues.
- e) Be responsible for actively campaigning on a local and national level on environmental issues relevant to Winchester Student Union or instigated by other affiliated and relevant organisations.
- f) Shall be responsible, along with the General Manager, in ensuring that Fair Trade products are used in Winchester Student Union whenever possible.
- g) Collaborate with relevant officers and staff to ensure community and volunteering work is participated by students in regards to both ethical and environmental issues.
- h) Be responsible for ensuring that the Student Union upholds its Fair trade Status.

26. The International Student Officer shall:

- a) Establish and maintain contact with, and provide information from, groups and organisations which work on issues relating to International students.
- b) Establish an enquiry service, and advertise its availability on all campuses. Maintain and order stocks of information as required.
- c) When necessary, refer students to the university counsellors or other relevant organisations.
- d) Attend any relevant training/briefing days for international student Officers.
- e) Campaign on, and raise awareness of, international student issues.
- f) Liaise with the Student Services section and, when necessary, university management.
- g) Keep up to date with developments in the fields of international students to ensure a contemporary knowledge specific to this area especially regarding visas and permits.

- h) Ensure that the views and opinions of international students are reflected throughout the Student Union's work.
- i) Promote the positive involvement of all international students without discrimination in all areas of the Student Union's activities.
- j) Represent the views of international students who face discrimination to the Student Union and the university.
- k) Liaise with the university, and ensure an input into the development, monitoring and review of the university equal opportunity procedures.

27. The MPP Officer shall:

- a) Be aware of political discussions surrounding the Higher Education sector.
- b) Aim to increase participation in Winchester student Union and run activities by students from all areas of the university.
- c) Establish an enquiry service, and advertise its availability on all campuses for mature, post-graduate and part-time students.
- d) Campaign on, and raise awareness of issues faced by mature, post-graduate and part-time students.
- e) Liaise with the Student Services section and, when necessary, university management.
- f) Ensure that the views and opinions of mature, post-graduate and part-time students are reflected throughout the Student Union's work.
- g) Promote the positive involvement of all mature, post-graduate and part-time students without discrimination in all areas of the Student Union's activities.
- h) Represent the views of mature, post-graduate and part-time students who face discrimination to the Student Union and the university.
- i) Liaise with the university, and ensure an input into the development, monitoring and review of the university equal opportunity procedures.
- j) Actively encourage mature, post-graduate and part-time students to get involved in the Student Union and allow the opportunity to offer ideas for further development.

28. The Services Officer shall:

- a) In conjunction with any relevant staff members, assist with the organisation and publicising of a variety of entertainment and

other social activities to reflect the interests of all sections of the student body.

- b) Establish and chair regular forums for entertainment, bar and retail to allow all students to give input on what the Student Union should be providing.
- c) Establish and maintain contact with relevant officers at other universities in the area.
- d) Establish and maintain contact with NUS.
- e) Liaise with the relevant staff to ensure that all social activities are well publicised to ALL students, including those at other sites.
- f) Carry out research with students at the beginning of the year (and throughout the year) to enable all sections of commercial services to offer the best for all students and allow for a sufficient events planner, bar tariff and retail options to be organised and supplied for the academic year.
- g) To ensure that entertainment events can be used as a medium to actively promote campaigns on a local and national level on student issues specific to Winchester Student Union or instigated by other affiliated and relevant organisations.

29. The Welfare Officer shall:

- a) Establish and maintain contact with, and provide information from, groups and organisations which work on welfare issues.
- b) Establish an enquiry service, and advertise its availability on all campuses. Maintain and order stocks of information as required.
- c) When necessary, refer students to the university counsellors or other relevant organisations.
- d) Attend any relevant training/briefing days for Student Union Welfare Officers.
- e) Campaign on, and raise awareness of, welfare issues.
- f) Liaise with the Student Services section and, when necessary, university management.
- g) Keep up to date with developments in the fields of Student Welfare to ensure a contemporary knowledge specific to this area.
- h) Ensure that the views and opinions of students who suffer discrimination are reflected throughout the Student Union's work.
- i) Liaise with the university, and ensure an input into the development, monitoring and review of the university equal opportunity procedures.

Conditions

30. Officer Trustees shall remain in office in accordance with the Constitution which will also apply to all members of the Executive Committee.
31. Executive Officers shall be granted all privileges of Union membership.
32. Executive Officers must be a Member at the time of their election and for the duration of their time in office.
33. Executive Officers should demonstrate skills and knowledge commensurate with their portfolio.

Collective Duties of Officer Trustees

34. These Duties are outlined in detail in the Constitution.

Remuneration of Officer Trustees

35. Officer Trustees shall be paid an annual sum as agreed by their contract of employment with Winchester Student Union as approved annually by Remuneration & HR committee.

Collective Duties of Executive Committee Officers

36. All Executive officers shall:
 - a. Support, where appropriate, student assemblies and committees in the fulfilment of their roles.
 - b. Liaise with external organizations appropriate to individual roles.
 - c. Actively promote the work of Winchester Student Union to its members, the University and to the local community.
 - d. Be responsible for the publicising of information related to their specific area, with the assistance of the staff of Winchester Student Union.
 - e. Be accountable to the membership through AGM & Student senate.
 - f. Offer knowledge and assistance to other members of the Team with the endeavour of creating quality service and support for the members of Winchester Student Union.
 - g. Ensure all students are treated equally, regardless of their race, gender, sexuality, disability, age, ethnic origin, religion or creed in line with our equal opportunities policy.
 - h. Be responsible for other duties outside of the portfolio as laid down by Student Senate.

Removal from Office

37. Any student who is dissatisfied with the work of an Executive Officer may submit a formal motion of no confidence to a General Meeting.
38. *Removal of an Officer Trustee is dealt with under the tenets of the Constitution.*
39. Executive Officer representatives may be excluded from Office by:
 - 39.1. A motion of no confidence supported by a two thirds-majority General Meeting Vote
 - 39.2. A motion of no confidence supported by a two thirds-majority Student Senate Vote
 - 39.3. A motion of no confidence passed by a simple majority of the Members voting in a Referendum, provided that at least 600 Members cast a vote in the Referendum. Such a motion shall only be triggered by a Secure Petition of no confidence signed by at least 200 Members.
 - 39.4. Ceasing to be a student of the University, including through choice or as a result of a breach of the University student disciplinary regulations resulting in exclusion from the University.
 - 39.5. In the event of a student member of the Executive Committee failing to attend three consecutive meetings without presenting proper apologies, he/she shall be deemed to have resigned. An appeal against such a decision may be heard by the Unions Trustees.
 - 39.6. Any Executive Committee Officer wishing to resign from their position must do so in writing to the President. Resignations shall take effect immediately, and be reported to the next meeting of the Executive Committee and or a UGM.
 - 39.7. A vacancy arising by any of the above means shall be re-elected subject to the conditions of the Election Regulations.

Proceedings, Quorum and Frequency of Executive Committee Meetings

40. The Executive Committee shall meet no less than five times per semester.
41. Quorum shall be 50% plus one member, and must include one Officer Trustee.
42. During the summer vacation period the Officer Trustees shall have the authority to approve items of emergency business on behalf of the Executive Committee. Any emergency business so

conducted shall be reported to the first meeting of the Executive Committee at the start of the first term for ratification.

Bye Law 2 – Election regulations

1. Election officials & Returning Officer

- 1.1 Responsibility for the overall administration and enforcement of these regulations will be divested to the Returning Officer and their deputies and/or delegates.
- 1.2 The Returning Officer will normally be an Officer Trustee of Winchester Student Union.
- 1.3 Where an Officer Trustee is unavailable to fulfil the role of Returning Officer the Trustee Board will appoint an interim returning Officer.
- 1.4 The returning officer is at liberty to appoint any number of deputy returning officers as is practicable in the fulfilment of the role.
- 1.5 If affiliated; the NUS regional officer or their nominee will serve as an external scrutiner to any election and election process.
- 1.6 No person appointed under the provisions of this section shall comment in any way upon the suitability or otherwise of any candidate.
- 1.7 No person who had nominated a candidate or who serves on a candidates election team, either official or unofficially, shall undertake the duties of an elected official as herein defined.

2. Powers & responsibilities of the Returning Officer

- 2.1 The powers in this Bye Law are given to the Returning Officer.
- 2.2 The Returning Officer may rule as s/he considers appropriate in respect of any matter in which this Bye Law is silent.
- 2.3 The Returning Officer shall be responsible for the expenditure of the elections budget.

3. Eligibility to stand for election

- 3.1 Only Members as defined by the Union's Constitution are eligible to stand for election.
- 3.2 Only Members who are able to take a full year sabbatical from study; or are imminently to end studies prior to graduation; may stand for the Officer Trustee positions.
- 3.3 Only members who are eligible to hold the office or trustee as defined by the constitution; may stand for any trustee position.

3.4 From time to time other restriction may apply to specific portfolio roles. Any such restriction will be detailed by portfolio and in all elections materials.

4. Methods of voting

4.1 Each election will be run in accordance with the alternative-transferable vote system as defined by the electoral reform society and in accordance with any regulations produced by the NUS.

4.2 Where there is more than one constituency position available in a single election then the single transferable vote system shall be used.

5. Election timetable

5.1 Notice of elections; the dates of elections shall be announced at the discretion of the returning officer or their nominee, usually no later than four weeks prior to the election commencement.

5.2 The nomination and campaigning periods of elections shall be announced at the discretion of the Returning Officer or his/her nominee.

5.3 There shall be a period of open nominations during which nominations may be submitted to the Returning Officer or his/her nominee.

5.4 The Returning Officer or his/her nominee shall ensure that nominations are open for a suitable time to allow a fair opportunity for all prospective candidates to submit their nomination.

5.5 All completed nomination forms (including electronic version if relevant) shall be received by the set deadline. Notwithstanding [5.6]; no nomination form will be considered valid if submitted after the established deadline.

5.6 If after the close of the nominations period, in an election or a by-election, a post remains unfilled, the Returning Officer or his/her nominee may extend nominations for that post for no more than five working days.

5.7 At the close of the nomination period the remainder of the advertised election timetable will be in effect. The Returning Officer will set such a timetable. The full timetable will be available in all election materials and briefings.

5.8 Union General Elections; also known as Executive Elections shall take place once annually, normally at the midpoint of semester two. These elections will occur under the terms of these bye laws and the auspices of the Constitution; to elect the Union's executive committee (as defined in Bye Law 1) and the Union's Officer Trustees and Student Trustees.

5.9 NUS national conference delegates by requirement of NUS stipulation are required to be elected by cross campus ballot of membership and for the purposes of clarity shall be conducted as per a By-election.

5.9.1 The delegation for NUS national conference is set down by NUS delegate entitlement and will consist of:

5.9.1.1 Union President

5.9.1.2 X other members of the Student Union elected by cross campus ballot (where X is the NUS delegate entitlement minus one)

5.10 Union By-elections shall serve in all matters of election outside of the prescribed framework set by Union General election or NUS delegate election; for purpose of replacing vacant, resigned or removed officer posts.

5.10.1 Such By-elections fall under the remit of the returning officer as defined above.

5.10.2 All timetabling matters for such elections are to be determined by the returning officer or his/her nominee providing such timings provide a fair and adequate window for candidacy and membership awareness.

5.10.3 If the By-election is to be held to replace an officer post that, for whatever reason is left vacant after the 31st December, Student Senate shall have discretion to either call a By-election or leave the post vacant until the next Union General Election.

6. Exceptions

6.1 The Election of Union Club & Societies officials shall fall outside of the remit of these articles; such elections will be overseen by an Officer trustee who may choose to use these articles as a model for such elections. Clubs & Societies will be made aware of the mechanic of their elections prior to any such elections taking place.

7. Terms of Office

7.1 Elected Executive Officers (including Officer Trustees) are elected to serve a term of twelve concurrent months starting from July 1st subsequent to Union General Election.

7.2 Such officers elected via By-election after July 1st will serve a term of office for a duration ending on June 30th subsequent to election.

8. **Re-Open Nominations (RON):** Re-Open nominations (RON) shall be a candidate in all elections and the returning officer or his/her nominee shall ensure this option is explained to members.

9. Requirements for candidates in elections

9.1 Introduction

9.1.1 Failure to comply with all the requirements of this section may result in disqualification from the election.

9.1.2 A maximum of one warning may be given depending upon the seriousness of the offence at the discretion of the Returning Officer.

9.2 Knowledge of the election regulation; it is the responsibility of all candidates to ensure that they and all their supporters, are fully aware of these regulations. Ignorance of these regulations shall not be an acceptable excuse for contravening them.

9.3 Supporters

9.3.1 A member who has nominated a candidate is automatically deemed to be a supporter.

9.3.2 Any persons campaigning in support of a candidate shall be the responsibility of the candidate. Should any elections offence be committed by a supporter the offence shall be considered in the same way as if the candidate had committed personally.

9.3.3 The Returning Officer considering a complaint may decide to ignore an offence committed by a supporter, provided s/he is satisfied that there was no collusion between the supporter and the candidate and that the offence was only of a minor nature.

9.4 Nomination form

9.4.1 Nomination forms must be completed by all candidates and must include;

9.4.1.1 The candidate's name

9.4.1.2 The candidate's university student number

9.4.1.3 The candidate's signature (a scan or e-signature is acceptable for electronic submission)

9.4.1.4 The Candidate's address, telephone number and university email address

9.4.1.5 The candidate's course and year of study

9.4.1.6 Names, signatures, university email addresses and university student numbers of five supporting members.

9.4.2 Any candidate shall be duly nominated provided that 9.4.1.1 through 9.4.1.6 are included on the submitted nomination and that the following conditions have been fulfilled:

9.4.2.1 The completed nomination has been submitted by the close of nominations.

9.4.2.2 Proof of membership status is verified.

9.4.2.3 The supporting signatories are members and have not supported any other candidate for the same post, in the same election.

9.5 Election statements & Manifestos

9.5.1 Candidates will be required to submit an elections statement and/or a manifesto promoting their candidacy for election.

9.5.2 Election statement and/or manifestos shall be supplied electronically to the Returning Officer or his/her nominee.

9.5.3 The maximum word count for election statements is 25 words.

9.5.4 The maximum word count for a manifesto is 500 words.

9.5.5 Statements and/or manifestos must not include mentions of any member, post holder or staff member by name or post.

9.5.6 Statements and/or manifestos must not breach any standing policy of the Union; including but not limited to, the equal opportunities policy.

10. Candidate expenditure & Campaigning

10.1 Prior to each election the returning officer shall decide the level of expenditure permissible by candidates running for election. Such levels will be clearly stated in all candidate packs and briefings.

10.2 Before the close of polling, all candidates must submit to the Returning Officer a full and accurate return of all expenses (including a nil return if applicable) for the purpose of the election, accompanied by receipts.

10.3 In the instance of candidates using pre owned items or part used supplies in furtherance of their campaign, the Returning Officer may elect to set a value to such that will count towards your spend limit. Such values will not be unreasonable. All candidates should seek dialogue with the Returning Officer prior to utilising such materials to avoid inadvertent breach of expenditure rules.

10.4 It is an election offence for any candidate to take advantage of any goods or services paid for at below the usual cost for the purpose of the election. Goods or services used in this way are permitted provided that: the normal cost is given as part of the election expense despite the receipt being for a lower value, or such goods or services are made available to all other candidates running for the same position should they wish to take similar advantage of them.

- 10.5 It shall be an election offence to tamper with any poster displayed in accordance with the provisions of this section.
- 10.6 All candidates may be allowed a limited number of monochrome photocopying produced at the expense of the Union, which shall not be considered as part of their election expenses. The details of such will be set by the Returning Officer at the start of the election campaign.
- 10.7 Posters & election materials must not breach any standing policy of the Union; including but not limited to, the equal opportunities policy.
- 10.8 Posters & election materials must not include mention or reference of any member, post holder or staff member by name or post.
- 10.9 There shall be an exclusion zone of 5 metres from any polling station; for the determination of online voting only, such exclusion zones will apply to any University of Winchester or Winchester Student Union owned PC with an internet connection; which shall be considered a polling station for the purposes of the election.
- 10.10 All candidates will be given the opportunity to speak to their candidacy at a Question & Answer (Q&A) session arranged and advertised by the Returning Officer or their nominee; such sessions will be run to the guidelines as set down in the candidate's information packs.
- 10.11 Winchester Student Union will ensure Re-open nominations (RON) is communicated as a valid candidate at Q&A sessions.
- 10.11.1 Any action deemed by the Returning Officer to be prejudicial to the fair running of the election shall be subject to the Elections Complaints Procedure.

11. Voting Systems

- 11.1 All voting shall be by secret ballot cast using single or alternative transferable voting methods depending upon the nature of the post being contested.
- 11.2 Unless dictated by circumstance, all Student Union elections shall be by electronic media and will follow the guidelines below. In the event that it is deemed that a manual voting mechanic is to be used, the returning officer or his/her nominee will set out such procedures prior to the election; otherwise section [12]of this schedule will apply.

12. Voting procedures

- 12.1 Voting shall be conducted by secret ballot via the Union website.

- 12.2 Voting instructions will be clearly displayed on the Union website for at least 5 working days prior to the ballots opening.
- 12.3 Members will be emailed voting details and links to the voting website on the day the ballot opens.
- 12.4 No candidate or their supporter may apply undue influence to voters when they are casting their vote online; either in a physical or virtual sense.
- 12.5 No unofficial computer ballot stations may be set up by candidates or their supporters at any location.
- 12.6 In the event that any candidates are disqualified from the election after the ballot has commenced, the count shall be conducted with the names of all the candidates included. Any such disqualified candidate will have all votes for them declared null and the votes transferred to the next preference if applicable.

13. The Count

- 13.1 The Returning Officer or any such person as s/he may appoint, shall be in sole charge of the conduct of the count and, notwithstanding any other provision whatsoever, shall have the power to exclude any person or persons from the count at their absolute discretion.
- 13.2 The count shall be conducted or initiated on one Student Union/University premises to be determined by the Returning Officer and shall be conducted in accordance with regulations provided by the National Union of Students (UK).
- 13.3 Where ballot boxes are used these shall be brought unopened to that site.
- 13.4 Each candidate shall be entitled to have a scrutiner present at the count. Such scrutiners may not be a candidate in that election.
- 13.5 The Returning Officer may appoint additional scrutiners who shall not be candidates in any of the elections being counted at the same time.

14. Declaration of the Results

- 14.1 The results shall be declared as soon as is reasonably practicable upon the conclusion of the count. The Returning Officer shall sign a certificate to the effect that the count is accurate and valid. A copy of the results shall be displayed across all Union sites for not less than seven days following the declaration and shall be published via all other relevant mediums.
- 14.2 The results shall be final unless challenged within five days of its declaration according to section [x] of this schedule.

15. Recounts

- 15.1 The Returning Officer shall order a recount of some or all of the ballot papers at the request of any scrutiner or any person involved in the count.
- 15.2 The Returning Officer need not order the recounting of any one set of votes more than once.
- 15.3 In addition, the Returning Officer may order recounts at their discretion.
- 15.4 The Returning Officer shall order a recount for the election concerned at the request of any candidate in writing within 72 hours of the conclusion of the count.
- 15.5 The recounts shall take place within ten working days of the receipt of a request for a recount, unless a mutually convenient date beyond this time scale is agreed.
- 15.6 Notwithstanding section [15.5] the election results shall be displayed with the phrase "Recount Requested" entered beside the post in question.

16. Retention of Ballots

- 16.1 Following the count, all ballot papers (either paper ballots or electronic records of votes cast) shall be kept securely for a period of not less than ten days and for such further period as may be necessary to complete proceedings arising out of any challenges to the result.
- 16.2 Upon resolution, the Returning Officer shall declare that all ballot papers be destroyed within five (5) working days.

17. Complaints

- 17.1 It is recognised that candidates and students may be aggrieved by the conduct of others participating in the election. The process detailed below should be followed in cases where you wish to make a complaint.
- 17.2 Making a Complaint; The complaint should be put in writing to the Returning Officer as soon as the issue has arisen. All correspondence should be marked "Private and Confidential".
- 17.3 Complaints of the following nature need to be accompanied by clear evidence of:
 - Breach of publicity regulations.
 - Allegations of removal of publicity by opposing candidates.
 - Circulation of publicity purporting to be from another candidate.
- 17.4 Complaints alleging harassment, intimidation or violence should be reported to the Returning Officer immediately. The Returning Officer may recommend that the student raise the matter with the University or the Police.

- 17.5 In accordance with Winchester Student Union's Complaints Procedure the Returning Officer will respond to the complaint within three (3) working days of receipt and investigate in a manner that he/she deems appropriate.
- 17.6 The Returning Officer will then produce a written report, which shall be published within ten (10) working days of the dated acknowledgement of the complaint. If there are difficulties with this i.e. not being able to complete the investigation thoroughly, the Returning Officer will inform the complainant and agree a suitable time with them.
- 17.7 The Deputy Returning Officer, after deliberating the evidence, may make the following decisions:
 - 17.7.1 To not uphold the complaint
 - 17.7.2 To uphold the complaint and take sanctions against an individual(s)
 - 17.7.3 To disqualify candidate(s)
 - 17.7.4 To suspend the election
 - 17.7.5 To order a new ballot / electronic vote
 - 17.7.6 To order a recount
- 17.8 Complaints raised by election officials or scrutinisers will be dealt with through the same process.
- 17.9 Complaints raised by candidates or students about election officials including the Deputy Returning Officer should be lodged immediately with the Returning Officer.
- 17.10 Complaints about the Returning Officer shall be reported to Student Senate who will make a ruling upon the complaint as per the above process
- 17.11 All complaints about the conduct or administration of the election should be lodged before the start of the count. Any complaints once the count is in progress or has been completed should refer only to the conduct of the count. Any exceptions to these are subject to the discretion of the Returning Officer
- 17.12 The ruling of the Returning Officer on any complaint shall be final, subject only to a successful challenge of a 66% majority of a quorate meeting of Union's Student Senate.
- 17.13 Appeals to the result of a declared election result can only be made through the complaints procedure as outlined above.

Student Senate, Committees and Forums of the Union – Bye Law 3

1. General

- 1.1. Winchester Student Union has a governance structure to ensure that there is the potential for as much student involvement as possible in setting the direction and policy of the Union.
- 1.2. This Bye-law explains the governance structure of the Students' Union and gives the terms of reference of those committees. The only exceptions to this are the Board of Trustees which is covered in the main Constitution, and The Executive Committee and General Meetings which are covered in Byelaw
- 1.3. Diagram 1 explains the relationship between the Board of Trustees, General Meetings, Student Senate, Committees of the Board of Trustees, and the five sub committees of Student Senate.

2. Committees of the Board of Trustees

- 2.1. The Committees of the Board of Trustees are the:
 - 2.1.1. Executive Committee (see bye law [1]);
 - 2.1.2. Appointments Committee;
 - 2.1.3. Finance Committee;
 - 2.1.4. Health & Safety Committee;
 - 2.1.5. Remuneration and HR Committee;
- 2.2. Student Senate is a standalone meeting with the responsibility of setting the policy of the Union throughout the year; subject to clause [63] of the Union's Constitution.

3. Student Senate

- 3.1. Student Senate is the main policy setting forum of the Union and has five sub committees.
- 3.2. Student Senate will be chaired by a member of Senate as duly elected by simple majority at the first meeting of the academic year. Until such election the Student Union President will act as chair and will deputise thereafter.
- 3.3. The Chair shall be responsible for ensuring all agendas, minutes and papers are distributed to all members in a timely fashion.
- 3.4. There shall be a minimum of three senate meetings per academic year.

4. Powers & Function of Student Senate

- 4.1. The primary powers of Student Senate are defined in clause [94] of Winchester Student Union's Constitution.
- 4.2. Foremost of such powers shall be to represent the student voice.
- 4.3. To make, repeal and amend the Bye-Laws jointly with the Trustees in accordance with Clause [76] of Winchester Student Union's Constitution.

- 4.4. Subject to Clause [63] of Winchester Student Union's Constitution, set the Policy of the Union and refer Policy to Referenda of the Members (in accordance with the Bye-Laws).
- 4.5. To receive and approve recorded minutes from all sub committees of senate.
- 4.6. To receive verbal and written reports from the Trustees and where relevant, Executive Officers.

5. Membership

- 5.1. The membership of Student Senate will be as outlined below; for the avoidance of doubt, no member may hold more than one seat on the Student Senate:
 - 5.1.1. The Officer Trustees (as elected by cross campus ballot)
 - 5.1.2. The Student Trustees (as (s)elected by Student Senate)
 - 5.1.3. The Part Time Executive (as elected by cross campus ballot)
 - 5.1.4. Four Student Academic Representatives, one from each faculty (as elected by programme)
 - 5.1.5. Two Representatives from Welfare & equality committee, who shall not be any already named above (who shall be nominated from their number).
 - 5.1.6. Two representatives from Sports Council, who shall not be any already named above (who shall be nominated from their number).
 - 5.1.7. Two representatives from Societies Council, who shall not be any already named above (who shall be nominated from their number).
 - 5.1.8. One representative from Media Council, who shall not be any already named above (who shall be nominated from their number).

6. Committees of Student Senate

- 6.1. There shall be the following Committees of Student Senate the purpose of which is to ensure relevant, current and wide representation and feedback to Student Senate:
 - 6.1.1. Community & Services Committee;
 - 6.1.2. Academic Committee;
 - 6.1.3. Activities Committee;
 - 6.1.4. Welfare & Equality Committee; and
 - 6.1.5. Ethical & Environmental Committee.
- 6.2. The specific membership and remit of each Committee of Student Senate will be as laid down in those committees terms of reference and will be set and agreed annually by Student Senate.

7. Sub Committees and Forums of Committees

- 7.1. There shall be the following sub committees and forums of Student Senate Committee; the purpose of which is to ensure relevant, current and specific representation and feedback to Student Senate Committee:
- 7.1.1. The sub committees and forums of the Academic Committee are:
- 7.1.1.1. Student Academic Representative Forums.
- 7.1.2. The sub committees and forums of the Activities Committee are:
- 7.1.2.1. Sports Council;
- 7.1.2.2. Societies Council; and
- 7.1.2.3. Media Council;
- 7.1.3. The sub committees and forums of the Community & Services Committee are:
- 7.1.3.1. Entertainments Forum
- 7.1.3.2. Ball Forum
- 7.1.3.3. Volunteering Council
- 7.1.3.4. RAG
- 7.1.3.5. Bar & Retail Forum
- 7.1.4. The sub committees and forums of the Welfare & Equality Committee are:
- 7.1.4.1. LGBT Forum
- 7.1.4.2. Students with disabilities forum
- 7.1.4.3. International Students Forum
- 7.1.4.4. ACAS forum
- 7.2. The specific membership and remit of each subcommittee or forum will be as laid down in those groups' terms of reference and will be set and agreed annually by their parent committee.

Finance Committee

Constitution and Terms of Reference

1. Constitution

The Board of Trustees has established a Committee of the Board of Trustees known as the Finance Committee.

2. Membership

The Chair of the Committee shall be the Union President. The Board of Trustees can appoint additional members to the Committee however there shall be no fewer than three members, including:

- the Vice President, Participation & Development;
- one of either an External or Alumni Trustee; and
- one Student Trustee;
- the General Manager of the Union;

A quorum shall be 50% of the membership, including either the General Manager or the Finance & Commercial Services Manager, but must include no less than two voting members.

The Committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of the Board of Trustees.

3. Attendance at Meetings

The General Manager & Finance & Commercial Services Manager will attend meetings. Other Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

4. Frequency of Meetings

Meetings shall normally be held once every three months. A period of no longer than four months shall pass between meetings.

5. Authority

The Committee is authorised by the Board of Trustees to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Board of Trustees or other Committees of the Board of Trustees as set out in their respective terms of reference.

The Committee has the responsibility of making decisions with financial implications in accordance with the Finance Regulations.

The Committee has the authority to create Sub Committees, Forums and Working Groups. These Committees shall meet in line with their respective terms of reference.

The Committee shall conduct its business in accordance with the Constitution of Winchester Student Union and its Bye-Laws.

6. Duties

The duties of the Committee shall be:

6.1 Audit:

6.1.1 To devise and monitor financial procedures and internal controls.

6.1.2 To advise on procedural matters for the Staff Handbook.

6.1.3 To monitor procedural recommendations from sub-committees and advisory panels, in order to review procedures in light of their funding.

6.1.4 To receive reports from the internal and external Auditors.

6.1.5 To tender at appropriate times for the post of external auditor.

6.1.6 To review periodically the financial regulations.

6.1.7 To exercise the power of waiver of financial regulations in accordance with the Financial Regulations.

6.1.8 To review and consider appropriate methods of controlling the Union's Activities (financial and otherwise).

6.1.9 To analyse and manage the Union's overall risk profile.

6.2 Finance:

6.2.1 To receive proposals from officers and service heads regarding unbudgeted revenue expenditure over £300 (exclusive of VAT).

6.2.2 To receive proposals from officers and service heads regarding capital expenditure over £500 (exclusive of VAT).

6.2.3 To set budgets, for the trustees approval, annually against income.

6.2.4 To receive reports from the General Manager &/or Finance & Commercial Services Manager.

6.2.5 To monitor spending by sub-committees and budget holders.

6.2.6 To oversee trading areas.

6.2.7 To receive reports from trading area managers.

7. Reporting Procedures

The Finance Committee's minutes will be circulated to all members and relevant officers. The minutes will also be submitted as an agenda item to the next meeting of the Board of Trustees.

The Committee may determine that matters relating to individual people, or issues which are commercially, financially or for any other reason sensitive can be dealt with as 'Reserved Items'.

8. Clerking Arrangements

The Clerk to the Finance Committee will be an Office Assistant or appropriate other Union staff member.

Appointments Committee

Constitution and Terms of Reference

1. Constitution

The Board of Trustees has established a Committee of the Board of Trustees known as the Appointments Committee.

2. Membership

The Chair of the Committee shall be the Union President. The Board of Trustees can appoint additional members to the Committee however there shall be no fewer than four members, including:

- the Union President;
- one External &/or Alumni Trustee;
- one Student Trustee; and
- one member of the Executive Committee.

A quorum shall be 50% of the filled positions.

The Committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of the Board of Trustees.

3. Attendance at Meetings

The General Manager will attend meetings.

Other Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

4. Frequency of Meetings

Meetings shall be held as often as is necessary to meet the duties of the committee.

5. Authority

The Committee is authorised by the Board of Trustees to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Board of Trustees or other Committees of the Board of Trustees as set out in their respective terms of reference.

The Committee cannot make decisions with financial implications that exceed their Trustee Recruitment Budget without approval from a more senior committee in accordance with the Financial Regulations.

The Committee has the authority to create Sub Committees, Forums and Working Groups. These Committees shall meet in line with their respective terms of reference.

The Committee shall conduct its business in accordance with the Constitution of Winchester Student Union and its Bye-Laws.

6. Duties

The duties of the Committee shall be:

6.1 To plan an appropriate timeline for the recruitment of Student, Alumni and External Trustees.

6.2 Student Trustees

6.2.1 To determine the current demand of skills required by Student Trustees and to produce documents outlining what is expected of all potential Student Trustees.

6.2.2 To ensure an effective campaign is in place to promote the Student Trustee vacant positions to the membership.

6.2.3 To review Student Trustee applications and identify appropriate candidates to be recommended for Student Senates approval, that meet the criteria.

6.2.4 To convene a panel to interview the suitable candidates for the positions of Student Trustees and for that panel to then decide who they believe to be the most appropriate person(s) to fill the role(s).

6.2.5 To receive the interview panel's recommendations and in turn recommend for approval to Student Senate the best candidate(s) to fill the vacant role(s) of Student Trustee(s).

6.3 External Trustees

6.3.1 To determine the current demand of skills required by External Trustees and to produce documents outlining what is expected of all potential External Trustees.

6.3.2 To ensure an effective campaign is in place to promote the External Trustee vacant positions to the wider community using a range of different sources of media.

6.3.3 To review applications for the positions of External Trustees, and identify suitable candidates for interview.

6.3.4 To convene a panel to interview the suitable candidates for the positions of External Trustees and for that panel to then decide who they believe to be the most appropriate person(s) to fill the role(s).

6.3.5 To receive the interview panel's recommendations and in turn decide by simple majority the best candidate(s) to fill the vacant role(s) of External Trustee(s).

6.3.6 To pass their final appointment decision to Student Senate for final ratification.

6.4 Alumni Trustees

6.4.1 To determine the current demand of skills required by Alumni Trustees and to produce documents outlining what is expected of all potential Alumni Trustees.

6.4.2 To ensure an effective campaign is in place to promote the External Trustee vacant positions to the wider community using a range of different sources of media.

6.4.3 To review applications for the positions of Alumni Trustees, and identify suitable candidates for interview.

6.4.4 To convene a panel to interview the suitable candidates for the positions of Alumni Trustees and for that panel to then decide who they believe to be the most appropriate person(s) to fill the role(s).

6.4.5 To receive the interview panel's recommendations and in turn decide by simple majority the best candidate(s) to fill the vacant role(s) of External Trustee(s).

6.4.6 To pass their final appointment decision to Student Senate for final ratification.

6.5 To examine, review and act upon other matters relating to the appointment of Student, Alumni and External Trustees at Winchester Student Union.

7. Reporting Procedures

The Trustee Appointments Committee's minutes will be circulated to all members and relevant officers. The minutes will also be submitted as an agenda item to the next meeting of the Board of Trustees and Student Senate.

The Committee may determine that matters relating to individual people, or issues which are commercially, financially or for any other reason sensitive can be dealt with as 'Reserved Items'.

8. Clerking Arrangements

The Clerk to the Trustee Appointments Committee will be an Office Assistant or appropriate other Union staff member.

Health & Safety Committee

Constitution and Terms of Reference

1. Constitution

The Board of Trustees has established a Committee of the Board of Trustees known as the Health & Safety Committee.

2. Membership

The Chair of the Committee shall be the Union President. The Board of Trustees can appoint additional members to the Committee however there shall be no fewer than four members, including:

- the Union President;
- one other Trustee;
- one Senior Manager of the Union; and
- one member of the Executive Committee.

A quorum shall be 50% of the filled positions.

The Committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of the Board of Trustees.

3. Attendance at Meetings

The General Manager will attend meetings.

Other Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

4. Frequency of Meetings

Meetings shall be held as often is necessary to meet the duties of the committee, but no less than three times per year.

5. Authority

The Committee is authorised by the Board of Trustees to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Board of Trustees or other Committees of the Board of Trustees as set out in their respective terms of reference.

The Committee cannot make decisions with financial implications that exceed their Health & Safety Budget without approval from a more senior committee in accordance with the Financial Regulations.

The Committee has the authority to create Sub Committees, Forums and Working Groups. These Committees shall meet in line with their respective terms of reference.

The Committee shall conduct its business in accordance with the Constitution of Winchester Student Union and its Bye-Laws.

6. Duties

The duties of the Committee shall be:

6.1 To make and receive reports on current work and organisational practices and environmental conditions and provide recommendations for corrective actions

6.2 To consider safety reports including first aid incidents and note any recommendations for corrective action where practicable.

6.3 To develop safety rules and systems including reviewing and approving Risk Assessments.

6.4 To receive reports and make assessment regarding the efficacy of employee safety training.

6.5 To feed back to the parent institution's Joint Health & safety Committee via one of its numbers attendance at such.

6.6 To identify changes of legislation and implement those changes in relation to health and safety at the Student Union.

6.7 To examine, review and act upon other matters relating to Health & Safety at Winchester Student Union.

7. Reporting Procedures

The Trustee Health & Safety Committee's minutes will be circulated to all members and relevant officers. The minutes will also be submitted as an agenda item to the next meeting of the Board of Trustees and Student Senate.

The Committee may determine that matters relating to individual people, or issues which are commercially, financially or for any other reason sensitive can be dealt with as 'Reserved Items'.

8. Clerking Arrangements

The Clerk to the Trustee Health & Safety Committee will be an Office Assistant or appropriate other Union staff member.