

Bye-Law 1

Union Democracy, Governance and Meeting Groups

Owned by: President

Date passed by Board of Trustees: 19/01/2019

Date passed by Student Senate: 30/01/2019

Review Required: 19/01/2020

1. Overview

- 1.1. Winchester Student Union has a democratic governance structure, supported by the Board of Trustees, aimed at ensuring the Union remains student focused and led as prescribed in the Union's constitution.
- 1.2. This bye-law outlines the Union's governance structure and provides the terms of references for these committees. The make-up and powers of the Board of Trustees and Union General Meetings are not governed by this bye-law as it remains governed by the Union's constitution.
- 1.3. Please refer to Appendix A for a simplified diagram which aims to draw out the relationship between the Annual General Meeting, Board of Trustees, Student Senate and the Union's various committees.
- 1.4. For a list of additional, less formal, meeting groups of the Union please refer to Appendix B.
- 1.5. Section 12 of this Bye-Law outlines the official routes of approval for Bye-Laws, Policy, Papers and the submission of motions by the appropriate bodies.

2. Structure

- 2.1. Winchester Student Union is a student led charity and the student's responsibility and power is held collectively through the '**Union General Meeting**' [3], as well as the open democratic elections which take place via cross-campus ballot each year.
- 2.2. The work and governance of the Union is then held by two committee strands overseen by the '**Board of Trustees**' and '**Student Senate**' [7] respectively.
- 2.3. The 'Board of Trustees' has the following sub-committees:
 - 2.3.1. Executive Committee [3]
 - 2.3.2. Appointments Committee [4]
 - 2.3.3. Finance & Human Resources Committee [5]
 - 2.3.4. Health & Safety Committee [6]
- 2.4. 'Student Senate' has the following zone committees:
 - 2.4.1. Education Zone [8]
 - 2.4.2. Welfare Zone [9]
 - 2.4.3. Activities Zone [10]
 - 2.4.4. Services Zone [11]

3. Executive Committee

Constitution and Terms of Reference

3.1. Constitution

- 3.1.1. The Winchester Student Union Constitution sets out the establishment of an Executive Committee.

3.2. Membership

- 3.2.1. The Chair of the committee shall be the Student Union President. Members of the Executive Committee shall be elected via cross-campus ballot and shall include;

- 3.2.1.1. The Officer Trustees:

- 3.2.1.1.1. Union President

- 3.2.1.1.2. Vice President, Education & Welfare

- 3.2.1.1.3. Vice President, Activities

- 3.2.1.2. The Part-Time Officers (Student Officers)

- 3.2.2. The total membership of the Executive Committee shall not exceed 8 voting members.

3.3. Attendance at Meetings

- 3.3.1. The Senior Union Staff Member or their delegate will normally attend, with others at the discretion of the chair.

3.4. Frequency of Meetings

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

3.5. Authority

- 3.5.1. The Committee is authorised as the core representational committee of Winchester Student Union aimed at promoting and defending the rights of its Members.

- 3.5.2. The Committee shall run campaigns related to issues affecting its Members.

- 3.5.3. The Committee shall work together to implement Union policy and strategy, ensuring the Union remains focused on representing the needs of its Members.

3.6. Conditions

- 3.6.1. Officer Trustees shall remain in office in accordance with the Constitution which will also apply to all members of the Executive Committee, including but not limited to the routes of removal from office.

- 3.6.2. Executive Officers shall be granted all privileges of Union membership.

- 3.6.3. Executive Officers must be a member at the time of their election and for the duration of their time in office.

- 3.6.4. Executive Officers must agree to and sign the 'Officer Conduct of Conduct' paper (Appendix D).

3.7. Remuneration of Officer Trustees

- 3.7.1. Officer Trustees shall be paid an annual sum as agreed by their contract of employment with Winchester Student Union as approved annually by the Board of Trustees.

3.8. Duties

- 3.8.1. To represent the voice of the membership
- 3.8.2. Attend regular executive meetings
- 3.8.3. To execute policy through committee and other methods
- 3.8.4. To review policy annually
- 3.8.5. To lead the Union in delivering on students' representative and political priorities
- 3.8.6. Receive a quarterly report from the Officer Trustees
- 3.8.7. To create, maintain and form membership of any and all relevant sub committees as deemed practicable for effective representation and democracy.
- 3.8.8. To deliver project work commensurate with portfolio and within relevant policy and strategy.
- 3.8.9. Support, where appropriate, student committees in the fulfilment of their roles.
- 3.8.10. Attend all relevant meetings of the Union and University commensurate with individual portfolios and chosen areas of interest.
- 3.8.11. Liaise with external organisations appropriate to individual roles and chosen areas of interest.
- 3.8.12. Actively promote the work of Winchester Student Union to its members, the University and to the local community.
- 3.8.13. Actively promote, support and encourage volunteering and community opportunities.
- 3.8.14. Be responsible for the publicising of information related to their specific areas of interest, with the assistance of the staff of Winchester Student Union.
- 3.8.15. 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.
- 3.8.16. To embrace and contribute to the Student Union's ethical & environmental ethos.
- 3.8.17. 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.
- 3.8.18. Ensure a minimum of three hours office contact time per semester week.
- 3.8.19. Follow, and maintain portfolios as outlined in the 'Executive Officers: Role and Responsibility Paper' (Appendix C).
- 3.8.20. Be responsible for other duties outside of their portfolio or areas of interest as laid down by student senate.

3.9. Reporting Procedures

- 3.9.1. 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.

4. Appointments Committee

Constitution and Terms of Reference

4.1. Constitution

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

4.2. Membership

- 4.2.1. The Chair of the Committee shall be the Student Union President. The Board of Trustees can appoint additional members to the Committee however there shall be no fewer than four members, including:
 - 4.2.1.1. the Union President;
 - 4.2.1.2. One External &/or Alumni Trustee;
 - 4.2.1.3. One Student Trustee; and
 - 4.2.1.4. One member of the Executive Committee.
 - 4.2.2. A quorum shall be 50% of the filled positions.
 - 4.2.3. 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.
- #### **4.3. Attendance at Meetings**
- 4.3.1. The Senior Union Staff Member or their delegate will normally attend, with others at the discretion of the chair.
- #### **4.4. Frequency of Meetings**
- 4.4.1. Meetings shall be held as often as is necessary to meet the duties of the committee.
- #### **4.5. Authority**
- 4.5.1. The Committee is authorised by the Board of Trustees to take decisions on issues in line with its terms of reference.
 - 4.5.2. 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.
 - 4.5.3. 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.
 - 4.5.4. 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.
 - 4.5.5. The Committee shall conduct its business in accordance with the Constitution of Winchester Student Union and its Bye-Laws.
- #### **4.6. Duties**
- 4.6.1. The duties of the Committee shall be:
 - 4.6.1.1. To plan an appropriate timeline for the recruitment of Union Trustees.
 - 4.6.1.2. To determine the current demand of skills required by Student Trustees and to produce documents outlining what is expected of all potential Student Trustees.
 - 4.6.1.3. To ensure an effective campaign is in place to promote the Student Trustee vacant positions to the membership.

- 4.6.1.4. To review Student Trustee applications and identify appropriate candidates to be recommended for Student Senate's approval, that meet the criteria.
- 4.6.1.5. 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).
- 4.6.1.6. 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).
- 4.6.1.7. To determine the current demand of skills required by External and Alumni Trustees and to produce documents outlining what is expected of all potential External Trustees.
- 4.6.1.8. To ensure an effective campaign is in place to promote the External and Alumni Trustee vacant positions to the wider community using a range of different sources of media.
- 4.6.1.9. To review applications for the positions of External and Alumni Trustees, and identify suitable candidates for interview.
- 4.6.1.10. To convene a panel to interview the suitable candidates for the positions of External and Alumni Trustees and for that panel to then decide who they believe to be the most appropriate person(s) to fill the role(s).
- 4.6.1.11. 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 and Alumni Trustee(s).
- 4.6.1.12. To pass their final appointment decision to Student Senate for final ratification.
- 4.6.1.13. To examine, review and act upon other matters relating to the appointment of Student, Alumni and External Trustees at Winchester Student Union.
- 4.6.1.14. To assist the Board of Trustees, at the direction of the Board, in the recruitment and appoint of the most senior member of Union staff.

4.7. Reporting Procedures

- 4.7.1. The Trustee Appointments Committee's minutes will be circulated to all members and relevant officers.
- 4.7.2. The minutes will also be submitted as an agenda item to the next meeting of the Board of Trustees and Student Senate.
- 4.7.3. 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".

5. Finance & Human Resources Committee

Constitution and Terms of Reference

5.1. Constitution

- 5.1.1. The Board of Trustees has established a Committee of the Board of Trustees known as the Finance & HR Committee.

5.2. Membership

- 5.2.1. The Chair of the Committee shall be the Union President. The Board of Trustees can appoint additional members of the Committee however there shall be no fewer than three members, including;
 - 5.2.1.1. The Union President;
 - 5.2.1.2. the Vice President, Activities;
 - 5.2.1.3. one of either an External or Alumni Trustee; and
 - 5.2.1.4. one Student Trustee;
 - 5.2.1.5. the General Manager of the Union;
- 5.2.2. 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.
- 5.2.3. 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.

5.3. Attendance at Meetings

- 5.3.1. The Senior Union Staff Member or their delegate will normally attend, with others at the discretion of the chair.

5.4. Frequency of Meetings

- 5.4.1. Meetings shall normally be held once every three months.
- 5.4.2. A period of no longer than four months shall pass between meetings
- 5.4.3. Where appropriate, meetings of this committee and the Board of Trustees may combine at the approval of the Chair. Where such happens it will be made clear to all those attending and on the minutes of the meeting.

5.5. Authority

- 5.5.1. The Committee is authorised by the Board of Trustees to take decisions on issues in line with its terms of reference.
- 5.5.2. 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.
- 5.5.3. The Committee has the responsibility of making decisions with financial implications in accordance with the Finance Regulations.
- 5.5.4. The Committee has the authority to create Sub Committee, Forums and Working Groups. These Committees shall meet in line with their respective terms of reference.
- 5.5.5. The Committee shall conduct its business in accordance with the Constitution of Winchester Student Union.

5.6. Duties

- 5.6.1. To devise and monitor financial procedures and internal controls
- 5.6.2. To advise on procedural matters for the Staff Handbook

- 5.6.3. To monitor procedural recommendations from sub-committees and advisory panels, in order to review procedures in light of their funding.
- 5.6.4. To receive reports from the internal and external auditors.
- 5.6.5. To tender at appropriate times for the post of external auditor.
- 5.6.6. To review periodically the financial regulations.
- 5.6.7. To exercise the power of waiver of financial regulations in accordance with the financial regulations.
- 5.6.8. To review and consider appropriate methods of controlling the Union's activities (financial and otherwise).
- 5.6.9. To analyse and manage the Union's overall risk profile.
- 5.6.10. To receive proposals from officers and service heads regarding unbudgeted revenue expenditure over £1000 (exclusive of VAT).
- 5.6.11. To receive proposals from officers and services heads regarding capital expenditure over £1000 (exclusive of VAT).
- 5.6.12. To set budgets, for the trustee approval, annually against income.
- 5.6.13. To receive reports from the General Manager and/or Finance & Commercial Services Manager.
- 5.6.14. To monitor spending by sub-committees and budget holders.
- 5.6.15. To oversee trading areas.
- 5.6.16. To receive reports from trading area managers.
- 5.6.17. To consider & recommend to the board any changes to staff remuneration.
- 5.6.18. To hear and approve any recommendations to terminate or make redundant a full time staff contract.

5.7. Reporting Procedures

- 5.7.1. Minutes will be circulated to all members and relevant officers.
- 5.7.2. The minutes will also be submitted as an agenda item to the next meeting of the Board of Trustees.
- 5.7.3. 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".

6. Health & Safety Committee

Constitution and Terms of Reference

6.1. Constitution

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

6.2. Membership

- 6.2.1. The Chair of the Committee shall be the Union President. The Board of Trustees can be appoint additional members to the Committee. However, there shall be no fewer than four members including;
 - 6.2.1.1. The Union President;
 - 6.2.1.2. one other Trustee;
 - 6.2.1.3. one Senior Manager of the Union; and
 - 6.2.1.4. one member of the Executive Committee
- 6.2.2. A quorum shall be 50% of the filled positions.
- 6.2.3. 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.

6.3. Attendance at Meetings

- 6.3.1. The Senior Union Staff Member or their delegate will normally attend, with others at the discretion of the chair.

6.4. Frequency of Meetings

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

6.5. Authority

- 6.5.1. The Committee is authorised by the Board of Trustees to take decisions on issues in line with its terms of reference.
- 6.5.2. 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.
- 6.5.3. The Committee cannot make decisions with financial implication that exceed their Health & Safety Budget without approval from a more senior committee in accordance with the Financial Regulations.
- 6.5.4. 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.
- 6.5.5. The Committee shall conduct its business in accordance with the Constitution of Winchester Student Union and its bye-laws.

6.6. Duties

- 6.6.1. To make and receive reports on current work and organisation practices and environmental conditions and provide recommendations for corrective actions.
- 6.6.2. To consider safety reports including first aid incidents and note any recommendations for corrective action where practicable.
- 6.6.3. To develop safety rules and systems including reviewing and approving risk assessments.

- 6.6.4. To receive reports and make assessment regarding the efficacy of employee safety training. Feedback to the parent institution's Joint Health & Safety Committee via one its numbers attendance at such.
- 6.6.5. To identify changes of legislation and implement those changes in relation to health and safety at the Student Union.
- 6.6.6. To examine, review and action upon other matters, relating to Health & Safety at Winchester Student Union.

6.7. Reporting Procedures

- 6.7.1. The Trustee Health & Safety Committee's minutes will be circulated to all members and relevant officers.
- 6.7.2. The minutes will also be submitted as an agenda item to the next meeting of the Board of Trustees and Student Senate.
- 6.7.3. 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'

7. Student Senate

Constitution and Terms of Reference

7.1. Constitution

- 7.1.1. Student Senate is the main policy setting forum of the Union and has four zone committees.
- 7.1.2. The Chair of Student Senate shall be the Union President.
- 7.1.3. The Deputy Chair shall be duly elected by a simple majority at the first meeting of the academic year.
- 7.1.4. The Chair and Deputy Chair will work collectively to ensure all agendas, minutes and papers are distributed to all members in a timely fashion.
- 7.1.5. There shall be a minimum of three senate meetings per academic year.
- 7.1.6. Motions may be submitted by the zone committees of Student Senate, as outlined in section 12.
- 7.1.7. Motions will focus on areas of campaigns and positions the Student Union is mandated to take; within the powers of Student Senate and without contradicting the main constitution.

7.2. Powers & Functions of Student Senate

- 7.2.1. The primary powers of Student Senate are defined in clause [94] of the Constitution.
- 7.2.2. Foremost of such powers shall be to represent the student voice.
- 7.2.3. To make, repeal and amend the Bye-Laws jointly with the Trustees in accordance with clause [76] of the Constitution.
- 7.2.4. Subject to clause [63] of the Constitution set the policy of the Union and refer policy to referenda of the membership.
- 7.2.5. To receive and approve policy motions from the zone committees of Student Senate.
- 7.2.6. To receive and approve recorded minutes and actions from the zone committees of Student Senate.
- 7.2.7. To receive a verbal and/or written report from the Trustees and where relevant, Executive Officers.

7.3. Membership

- 7.3.1. The membership of Student Senate will be as outlined below; for the avoidance of doubt, no member may hold more than one seat.
- 7.3.2. Ex-Officio members from the Executive Committee (total 8) who are members of Student Senate are as follows:
 - 7.3.2.1. President
 - 7.3.2.2. Vice President, Activities
 - 7.3.2.3. Vice President, Education & Welfare
 - 7.3.2.4. Student Union Officers x5
- 7.3.3. Ex-Officio members from the Board of Trustees (total 3) who are members of Student Senate are as follows:
 - 7.3.3.1. Student Trustees x3
- 7.3.4. Elected members (total 19), elected via cross-campus ballot, are as follows:
 - 7.3.4.1. Mature Student Rep

- 7.3.4.2. Part-Time Student Rep
- 7.3.4.3. Commuting Student Rep
- 7.3.4.4. International Student Rep
- 7.3.4.5. Distance Learning Student Rep
- 7.3.4.6. Postgraduate Student Rep
- 7.3.4.7. BME Student Rep
- 7.3.4.8. LGBT+ Student Rep
- 7.3.4.9. Disabled Student Rep
- 7.3.4.10. Faculty of Education Student Rep x 2
- 7.3.4.11. Faculty of Arts Student Rep x 2
- 7.3.4.12. Faculty of BLS Student Rep x 2
- 7.3.4.13. Faculty of HSS Student Rep x 2
- 7.3.4.14. Faculty of Heath & Wellbeing Student Rep x 2
- 7.3.5. Elected Zone Reps (total 4):
 - 7.3.5.1. Education Zone place
 - 7.3.5.2. Welfare Zone place
 - 7.3.5.3. Activities Zone place
 - 7.3.5.4. Services Zone place
- 7.3.6. Ex-Officio members from the Executive committee are to be elected in the Union elections held in February/March of the previous academic year.
- 7.3.7. Ex-Officio members from the Board of Trustees are appointed by the appointments committee as outlined in clause 6.
- 7.3.8. Elected members of these committee are to be elected in the Union elections held in October of the same academic year.
- 7.3.9. Elected Zone Reps are to be elected in the first relevant zone committee of each academic year.
- 7.3.10. The roles, responsibilities and portfolio of all elected officers and student representatives can be found in Appendix C and Appendix E respectively.
- 7.3.11. The Senior Union Staff Member or their delegate will normally attend, with others at the discretion of the chair.

7.4. Committees of Student Senate:

- 7.4.1. There shall be the following zones of Student Senate for the purpose of which to ensure relevant, current and wide representation and feedback to Student Senate:
 - 7.4.1.1. Education Zone
 - 7.4.1.2. Welfare Zone
 - 7.4.1.3. Activities Zone
 - 7.4.1.4. Services Zone
- 7.4.2. The specific membership and remit of each zone will be laid down in the relevant zones terms of reference as below.

8. Education Zone

Constitution and Terms of Reference

8.1. Constitution

- 8.1.1. Student Senate has established a committee of Student Senate known as the Education Zone.

8.2. Membership

- 8.2.1. The chair of the zone shall be the Vice President, Education & Welfare. The core zone members shall be:

- 8.2.1.1. The Vice President, Education & Welfare
- 8.2.1.2. Student Union President
- 8.2.1.3. A Student Union Part-time Officer
- 8.2.1.4. Faculty of Education Student Rep x 2
- 8.2.1.5. Faculty of Arts Student Rep x 2
- 8.2.1.6. Faculty of BLS Student Rep x 2
- 8.2.1.7. Faculty of HSS Student Rep x 2
- 8.2.1.8. Faculty of Heath & Wellbeing Student Rep x 2
- 8.2.1.9. Distance Learning Student Rep
- 8.2.1.10. Postgraduate Student Rep

- 8.2.2. The zone acts as an open committee and any member of the Union may attend.

- 8.2.3. A quorum shall be 50% of the core membership.

- 8.2.4. The committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of Student Senate.

8.3. Attendance at meetings:

- 8.3.1. The Senior Union Staff Member or their delegate will normally attend, with others at the discretion of the chair.

8.4. Frequency of meetings:

- 8.4.1. Meetings shall be held as often as necessary to meet the duties of the zone, but not less than twice per academic year.

8.5. Authority:

- 8.5.1. The zone is authorised by Student Senate to discuss and recommend action on issues in line with its terms of reference.
- 8.5.2. It is not authorised to make decisions on these issues, which are the responsibility of full Student Senate, Board of Trustees or other committees and zones of the Union as set out in their respective terms of reference.
- 8.5.3. The zone shall conduct its business in accordance with the constitution of Winchester Student Union and its bye-laws.

8.6. Duties:

- 8.6.1. The duties of the Education Zone shall be:
 - 8.6.1.1. To receive reports, feedback and student opinion from any sub groups, forum or societies of the committee.
 - 8.6.1.2. To utilise such feedback to make recommendation for the improvement of academic support provisions of the Student Union.

- 8.6.1.3. To make / receive recommendations regarding any major academic or education campaigns or initiatives.
- 8.6.1.4. To receive information about the overall health of the Union's work with academic departments of the University.
- 8.6.1.5. To approve the annual register of academic projects.
- 8.6.1.6. To approve any plans for academic-based awards, such as the Student-Staff Recognition Awards.
- 8.6.1.7. Any other business that is pertinent to the terms of references of this committee without exceeding its authority.
- 8.6.1.8. The committee may pass motions which relate to academic campaigns or interests that will in turn be passed to Student Senate for approval and consideration.

8.7. Reporting Procedures:

- 8.7.1. The Education Zone minutes must be circulated to all members and relevant officers.
- 8.7.2. The minutes shall also be submitted as an agenda item to the next meeting of Student Senate.
- 8.7.3. The Zone may determine that matters relating to individual people or issues which are financially, academically or for any other reason sensitive, can be dealt with as 'restricted items'

8.8. Senate:

- 8.8.1. One member of the Education Zone shall be elected at the first meeting of the academic year to sit on Student Senate.
- 8.8.2. The chair shall determine the method of elections ensuring that it is a secret ballot.
- 8.8.3. Only those present during the first Education Zone meeting of the academic year may vote.
- 8.8.4. Presence may be available via video link for those unable to access campus.

9. Welfare Zone

Constitution and Terms of Reference

9.1. Constitution

- 9.1.1. Student Senate has established a committee of Student Senate known as the Welfare Zone.

9.2. Membership

- 9.2.1. The chair of the zone shall be the Vice President, Education & Welfare. The core zone members shall be:

- 9.2.1.1. The Vice President, Education & Welfare
- 9.2.1.2. Student Union President
- 9.2.1.3. A Student Union Part-time Officer
- 9.2.1.4. Mature Student Rep
- 9.2.1.5. Part-Time Student Rep
- 9.2.1.6. Commuting Student Rep
- 9.2.1.7. International Student Rep
- 9.2.1.8. BME Student Rep
- 9.2.1.9. LGBT+ Student Rep
- 9.2.1.10. Disabled Student Rep

- 9.2.2. The zone acts as an open committee and any member of the Union may attend.

- 9.2.3. A quorum shall be 50% of the core membership

- 9.2.4. The committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of Student Senate.

9.3. Attendance at meetings:

- 9.3.1. The Senior Union Staff Member or their delegate will normally attend, with others at the discretion of the chair.

9.4. Frequency of meetings:

- 9.4.1. Meetings shall be held as often as necessary to meet the duties of the zone, but not less than twice per academic year.

9.5. Authority:

- 9.5.1. The zone is authorised by Student Senate to discuss and recommend action on issues in line with its terms of reference.
- 9.5.2. It is not authorised to make decisions on these issues, which are the responsibility of full Student Senate, Board of Trustees or other committees and zones of the Union as set out in their respective terms of reference.
- 9.5.3. The zone shall conduct its business in accordance with the constitution of Winchester Student Union and its bye-laws.

9.6. Duties:

- 9.6.1. The duties of the Welfare Zone shall be:
 - 9.6.1.1. To receive reports, feedback and student opinion from any sub groups, forum or societies of the committee.
 - 9.6.1.2. To utilise such feedback to make recommendation for the improvement of welfare support provisions of the Student Union.

- 9.6.1.3. To make / receive recommendations regarding any major welfare campaigns or initiatives.
- 9.6.1.4. To receive information about the overall health of the Union's work with welfare, support services and issues of equality and diversity of the University.
- 9.6.1.5. To approve the annual register of welfare projects.
- 9.6.1.6. Any other business that is pertinent to the terms of references of this committee without exceeding its authority.
- 9.6.1.7. The committee may pass motions which relate to welfare, equality or diversity campaigns or interests that will in turn be passed to Student Senate for approval and consideration.

9.7. Reporting Procedures:

- 9.7.1. The Welfare Zone minutes must be circulated to all members and relevant officers.
- 9.7.2. The minutes shall also be submitted as an agenda item to the next meeting of Student Senate.
- 9.7.3. The Zone may determine that matters relating to individual people or issues which are commercially, financially or any other reason sensitive can be reason with as 'restricted items'

9.8. Senate:

- 9.8.1. One member of the Welfare Zone shall be elected at the first meeting of the academic year to sit on Student Senate.
- 9.8.2. The chair shall determine the method of elections ensuring that it is a secret ballot.
- 9.8.3. Only those present during the first Welfare Zone meeting of the academic year may vote.
- 9.8.4. Presence may be available via video link for those unable to access campus.

10. Activities Zone

Constitution and Terms of Reference

10.1. Constitution

10.1.1. Student Senate has established a committee of Student Senate known as the Activities Zone.

10.2. Membership

10.2.1. The chair of the zone shall be the Vice President, Activities. The core zone members shall be:

- 10.2.1.1. The Vice President, Activities
- 10.2.1.2. Student Union President
- 10.2.1.3. A Student Union Part-time Officer
- 10.2.1.4. Elected Sports Team Captains or delegates
- 10.2.1.5. Elected Society Chairs or delegates

10.2.2. The zone acts as an open committee and any member of the Union may attend.

10.2.3. A quorum shall be 50% of the core membership

10.2.4. The committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of Student Senate.

10.3. Attendance at meetings:

10.3.1. The Senior Union Staff Member or their delegate will normally attend, with others at the discretion of the chair.

10.4. Frequency of meetings:

10.4.1. Meetings shall be held as often as necessary to meet the duties of the zone, but not less than twice per academic year.

10.5. Authority:

10.5.1. The zone is authorised by Student Senate to discuss and recommend action on issues in line with its terms of reference.

10.5.2. It is not authorised to make decisions on these issues, which are the responsibility of full Student Senate, Board of Trustees or other committees and zones of the Union as set out in their respective terms of reference.

10.5.3. The zone shall conduct its business in accordance with the constitution of Winchester Student Union and its bye-laws.

10.6. Duties:

10.6.1. The duties of the Activities Zone shall be:

- 10.6.1.1. To receive reports, feedback and student opinion from any sub groups, forum or societies of the committee.
- 10.6.1.2. To utilise such feedback to make recommendation for the improvement of sports, societies and volunteering opportunities of the Student Union.
- 10.6.1.3. To make / receive recommendations regarding any major sports and society-based campaigns or initiatives.
- 10.6.1.4. To receive information about the overall health of the Union's sports and society-based projects.

- 10.6.1.5. To approve the annual register of sports, society and volunteering based projects.
- 10.6.1.6. Any other business that is pertinent to the terms of references of this committee without exceeding its authority.
- 10.6.1.7. The committee may pass motions which relate to student activities campaigns or interests that will in turn be passed to Student Senate for approval and consideration.

10.7. Reporting Procedures:

- 10.7.1. The Activities Zone minutes must be circulated to all members and relevant officers.
- 10.7.2. The minutes shall also be submitted as an agenda item to the next meeting of Student Senate.
- 10.7.3. The Zone may determine that matters relating to individual people or issues which are commercially, financially or any other reason sensitive can be reason with as 'restricted items'

10.8. Senate:

- 10.8.1. One member of the Activities Zone shall be elected at the first meeting of the academic year to sit on Student Senate.
- 10.8.2. The chair shall determine the method of elections ensuring that it is a secret ballot.
- 10.8.3. Only those present during the first Activities Zone meeting of the academic year may vote.
- 10.8.4. Presence may be available via video link for those unable to access campus.

11. Services Zone

Constitution and Terms of Reference

11.1. Constitution

11.1.1. Student Senate has established a committee of Student Senate known as the Services Zone.

11.2. Membership

11.2.1. The chair of the zone shall be the President. The core zone members shall be:

11.2.1.1. Student Union President

11.2.1.2. Vice President, Activities

11.2.1.3. Vice President, Education & Welfare

11.2.1.4. A Student Union Part-time Officer

11.2.2. The zone acts as an open committee and any member of the Union may attend.

11.2.3. A quorum shall be 50% of the core membership

11.2.4. The committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of Student Senate.

11.3. Attendance at meetings:

11.3.1. The Senior Union Staff Member or their delegate will normally attend, with others at the discretion of the chair.

11.4. Frequency of meetings:

11.4.1. Meetings shall be held as often as necessary to meet the duties of the zone, but not less than twice per academic year.

11.5. Authority:

11.5.1. The zone is authorised by Student Senate to discuss and recommend action on issues in line with its terms of reference.

11.5.2. It is not authorised to make decisions on these issues, which are the responsibility of full Student Senate, Board of Trustees or other committees and zones of the Union as set out in their respective terms of reference.

11.5.3. The zone shall conduct its business in accordance with the constitution of Winchester Student Union and its bye-laws.

11.6. Duties:

11.6.1. The duties of the Services Zone shall be:

11.6.1.1. To receive reports, feedback and student opinion from any sub groups, forum or societies of the committee.

11.6.1.2. To utilise such feedback to make recommendation for the improvement of the Union's commercial services.

11.6.1.3. To make / receive recommendations regarding the Union's commercial services and activities.

11.6.1.4. To receive information about the overall health of the Union's sports commercial services.

11.6.1.5. Any other business that is pertinent to the terms of references of this committee without exceeding its authority.

- 11.6.1.6. The committee may pass motions which relate to commercial services that will in turn be passed to Student Senate for approval and consideration.

11.7. Reporting Procedures:

- 11.7.1. The Services Zone minutes must be circulated to all members and relevant officers.
- 11.7.2. The minutes shall also be submitted as an agenda item to the next meeting of Student Senate.
- 11.7.3. The Zone may determine that matters relating to individual people or issues which are commercially, financially or any other reason sensitive can be reason with as 'restricted items'

11.8. Senate:

- 11.8.1. One member of the Services Zone shall be elected at the first meeting of the academic year to sit on Student Senate.
- 11.8.2. The chair shall determine the method of elections ensuring that it is a secret ballot.
- 11.8.3. Only those present during the first Services Zone meeting of the academic year may vote.
- 11.8.4. Presence may be available via video link for those unable to access campus.

12. Bye-Laws, Policies, Papers and Motions

12.1. Definitions

- 12.1.1. Bye-laws, policies and papers are created under the auspice of the governing articles for the purpose of efficiently achieving the objects of the Union.
- 12.1.2. Bye-laws are defined in the articles of the Union as statements of management practice, and are set in line with the articles of the Union.
- 12.1.3. Policies are defined in the articles of the Union as statements of practice that delineate the Union, view, position or response to a representation or campaign matter.
- 12.1.4. Papers are defined in this bye-law as statements of recommended practice that may be adopted by the staff and officers of the Union but fall outside of the two definitions above.
- 12.1.5. Motions are defined in this bye-laws as statements processed through zone committees and senate aimed at ensuring the Union develops an area of policy.

12.2. Bye-Laws

- 12.2.1. Bye-laws may be set via the democratic process of the Union, jointly though Student Senate and the Board of Trustees.
- 12.2.2. Student Senate and the Board of Trustees have the power to overturn or amend bye-Laws.
- 12.2.3. The Board of Trustees has the right to overturn any bye-law or bye-law decision, even if approved by Student Senate if the bye-law;
 - 12.2.3.1. Has serious financial implication for the Union
 - 12.2.3.2. Fails to comply with law or the charitable aims of the Union
 - 12.2.3.3. Is likely to damage the reputation of the Union
 - 12.2.3.4. The decision of the Board of Trustees in these matters shall be final.
- 12.2.4. Bye-laws will not normally lapse but a review of a bye-law will be triggered in the third year since such bye-law was created or at the quinquennial review of the articles of the Union, whichever is sooner. Such reviews will be conducted by Student Senate and the Board of Trustees.

12.3. Policies

- 12.3.1. Union policy may be set by members via the democratic process of at the Union at either;
 - 12.3.1.1. Student Senate
 - 12.3.1.2. Board of Trustees
 - 12.3.1.3. General Meetings
 - 12.3.1.4. Referendum
 - 12.3.1.5. Executive Committee
- 12.3.2. The Board of Trustees has the right to overturn any policy decision set via the democratic process if the policy;
 - 12.3.2.1. Has serious financial implication for the Union
 - 12.3.2.2. Fails to comply with law or the charitable aims of the Union
 - 12.3.2.3. Is likely to damage the reputation of the Union.
 - 12.3.2.4. The decision of the Board of Trustees in these matters shall be final.

12.3.3. Policies may be amended by a resolution of the executive committee & ratified by Student Senate, provided it is not within the same academic year that the policy was adopted.

12.3.4. Policy shall automatically lapse;

12.3.4.1. Three calendar years after creation

12.3.4.2. In the event it contravenes or contradicts any law, Article or bye-law of the Union.

12.4. Papers

12.4.1. Union papers may be set by members or staff via the processes of the Union at either;

12.4.1.1. Student Senate

12.4.1.2. Board of Trustees

12.4.1.3. General Meetings

12.4.1.4. Referendum

12.4.1.5. Executive Committee

12.4.1.6. Meetings of the Senior Staff of the Union

12.4.2. The Board of Trustees has the right to overturn any paper decision set via the Union's process if the paper;

12.4.2.1. Has serious financial implication for the Union

12.4.2.2. Fails to comply with law or the charitable aims of the Union

12.4.2.3. Is likely to damage the reputation of the Union

12.4.2.4. The decision of the Board of Trustees in these matters shall be final.

12.4.3. Papers may be amended by a resolution of the Executive Committee or the body of which originally passed the paper.

12.4.4. Papers shall atomically lapse;

12.4.4.1. Three calendar years after creation

12.4.4.2. In the event it contravenes or contradicts any law, policy or bye-law of the Union.

12.5. Motions

12.5.1. Motions may be submitted by any member of the Union to either of the following;

12.5.1.1. Education Zone

12.5.1.2. Welfare Zone

12.5.1.3. Activities Zone

12.5.1.4. Services Zone

12.5.1.5. AMG

12.5.2. Motions shall be aimed at providing the officers of the Union with direction for which the work they undertaken, including but not limited to campaign, shall take.

12.5.3. Motions shall be submitted to the chair of the appropriate zone with at least seven days' notice and be in accordance with the role and responsibility of the zone in which it is being submitted.

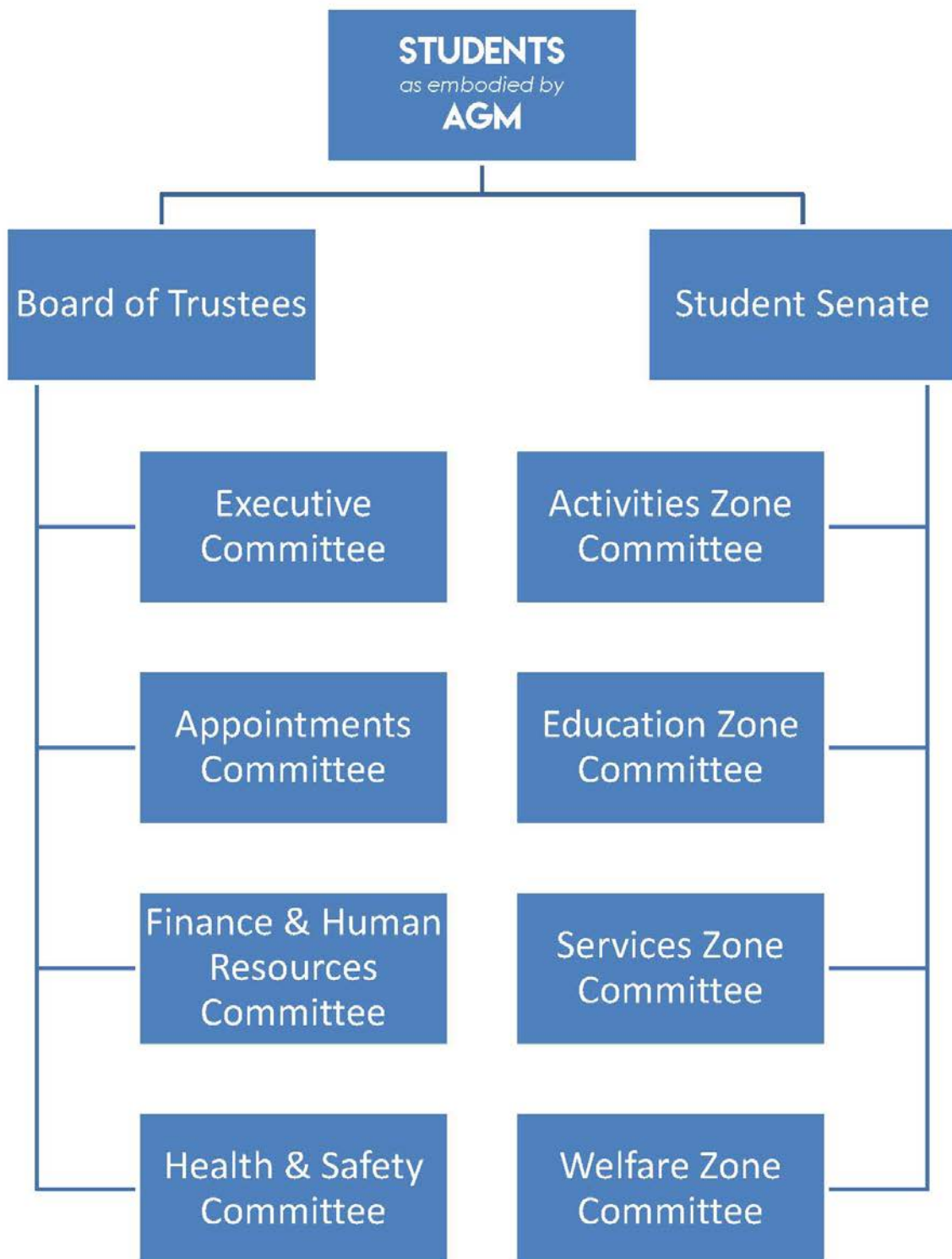
12.5.4. Motions shall be voted upon by the members in attendance of the appropriate body and shall be passed onto Student Senate following a successful vote of 50%+1 of those in attendance.

- 12.5.5. Student Senate will take vote on any motions successful passed through zones.
- 12.5.6. A vote of Student Senate or AGM in favour of the motion by 50%+1 will require the appropriate officer to act upon the requests within the motion, and at minimum provide the members of Student Senate with an update on the progress of the motion at the next meeting.
- 12.5.7. The Board of Trustees has the right to overturn any motion request or decision as set by Student Senate if the motion;
 - 12.5.7.1. Has serious financial implication for the Union
 - 12.5.7.2. Fails to comply with law or the charitable aims of the Union
 - 12.5.7.3. Is likely to damage the reputation of the Union
 - 12.5.7.4. The decision of the Board of Trustees in these matters shall be final.
- 12.5.8. As motions only provide direction for officers and are not held as formal documents of the Union there is no appropriate route to amend a motion.
- 12.5.9. Motions lapse automatically at the end of the academic year in which it was passed.

12.6. General

- 12.6.1. A register of all bye-laws, policies, papers and motions will be maintained by the President of the Union and will be made available to any member or stakeholder upon request.
- 12.6.2. The President will bring to the attention of the Board of Trustees & Student Senate when applicable when bye-laws require review or policies are due to lapse. This shall be done at least one month prior to any such lapse.
- 12.6.3. All bye-laws, policies and papers shall be presented in an identifiable format that is consistent with Union documentation. It shall always include the following information;
 - 12.6.3.1. Whether it is a bye-law, policy or paper,
 - 12.6.3.2. Who proposed or owns the document
 - 12.6.3.3. Which body or authority of the Union passed it
 - 12.6.3.4. The date at which it was passed
 - 12.6.3.5. The date at which it will lapse or require review.

Appendix A: Democratic Structure



Appendix B: List of Additional Union Meeting Groups

Paper – List of Additional Union Meeting Groups

Owned by: Executive Committee

Date passed:

Body passed by: Executive Committee

Review Required:

Overview

This paper provides a list of the additional Union meeting groups which take place but are not covered by bye-law 1. The meeting groups within this list have no formal democratic power but provide additional routes of feedback or organisational activity.

Additional Meeting Groups

1. In the fulfilment of their role and responsibility to ensure they represent all members of Winchester Student Union, the Executive Committee have developed the following Advisory Groups, led by part-time Student Officers:
 - 1.1. ***Volunteering & Community Advisory Group***
 - 1.2. ***Ethical & Environmental Advisory Group***
2. Winchester Student Union often works in both collaboration and partnership with the University of Winchester's Student Services team. As a result a group has been formed to oversee the joint ownership and workings of any joint initiatives, this group is known as:
 - 2.1. ***The Student Union and Student Services Joint Wellbeing Initiatives Working Group***

Appendix C: Executive Officers: Role and Responsibilities

Paper – Executive Officers: Role and Responsibilities

Owned by: Student Senate

Date passed:

Body passed by: Student Senate

Review Required:

Overview

This paper outlines the roles and responsibilities of the executive committee. Bye-law 1 outlines an officer make-up totally no more than 8 voting members who are either;

The Officer Trustees:

Union President

Vice President, Education & Welfare

Vice President, Activities

The Part-Time Officers (Student Officers)

The bye-law also outlines the shared duties and responsibilities of the executive committee. This policy will outline the individual portfolios of the Officer Trustees and the process of which the part-time officers will lead on representation in areas of Union work.

Portfolio

1. The President shall:

- a) Be the prime representative of the Student Union.
- b) Be a University Student Governor and attend Board of Governors meetings, and other relevant senior university committees, and report back to the Student Union.
- c) Lead delegations to conferences and meetings to external bodies.
- d) Work with the Vice President, Education & Welfare to ensure student academic queries are dealt with and feedback is relayed to the relevant staff.
- e) Liaise with the National Union of Students and regional staff.
- f) Supervise the General Manager of the Student Union.
- g) Meet the University management regularly, and report back to the Student Union.
- h) Encourage students to join and get involved in all aspects of the Student Union.
- i) Whenever possible, ensure the Student Union works as a motivated team and encourage executive committee members to work to the best of their ability.

- j) In conjunction, with the Senior Manager of the Union, draft the Student Union annual budget, and monitor expenditure alongside the Union's trustees
- k) Be a cheque signatory to the Union account.
- l) Ensure that the Student Union accounts are audited annually, and that these are presented to University Board of Governors for information.
- m) Be the official spokesperson of the Union to the media and other external bodies.
- 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) Work with relevant officers to ensure that the views and opinions of students who suffer discrimination are reflected throughout the Student Union's work.
- p) Keep up to date with developments in the field of equal opportunities to ensure a contemporary knowledge specific to this area.
- q) Be aware of political discussions surrounding the Higher Education sector.
- r) Be responsible for recognising Union achievements and developments and celebrating these to our membership and stakeholders.
- s) Be responsible for organising and monitoring student representation on all University & Union meeting group.
- t) To ensure that the democratic and representational structures of the Union are fit for purpose and upheld.
- u) Be responsible for overseeing and giving feedback to executive committee on all money making activities of the Union.
- v) 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.
- w) Ensure student voice and opinions are sort and listened to in areas of commercial activity including, but not limited to, areas of retails, venue, entertainments and bars.
- x) Alongside the relevant Union staff members ensure that budgets for commercial activity are regularly reviewed and that any matters of significant impact are relayed to the trustees.
- y) Alongside the relevant Union staff members ensure that Union student staff are recognised for their work-hard and the Union remains a positive environment to work in.
- z) Support all Officer Trustees and part-time officers in delivering their portfolios across the academic year.

2. The Vice President, Activities shall:

- a) Publicise the teams and societies run by the Union and encourage students to participate.
- b) Be responsible for any teams and societies that are formed in accordance with the relevant schedules outlined in the Constitution and bye-laws.

- c) Be responsible for the allocation of grants to teams and societies.
- d) Monitor the expenditure and activities of all teams and societies, ensuring their compliance to health & safety legislation, and Union policy and guidelines.
- e) Monitor the expenditure and receive reports of activity from all commercial services, ensuring their compliance to students' needs.
- f) Submit reports to the Executive Committee on the funding and activities of teams and societies.
- g) Issue guidance and advice to teams and societies' committees on organisational, promotion and financial matters.
- h) Help students to set up new teams and societies.
- i) Attend all teams and societies' elections.
- j) Ensure teams and societies have the opportunity for a profile at all student induction events.
- k) Assist teams and societies in their administration with external bodies where necessary.
- l) Develop opportunities for all students; developing initiatives, campaigns and activities to help our members be distinctive.
- m) Be responsible for ensuring team and society officials have access to relevant training and resources.
- n) Be responsible for ensuring teams and society officials are elected in accordance with Union regulation.
- o) Aim to increase student participation in Winchester Student Union volunteering & community projects.
- p) Support the on-going developments of the Raising & Giving (RAG) society and any fundraising activity.
- q) Forge strong relationships with the University's volunteering coordinators and external volunteering organisations to ensure opportunities are promoted adequately to our members.
- r) Promote all volunteering opportunities & the benefits of volunteering to all members, particularly in regards to graduate employability.

3. The Vice President, Education & Welfare shall:

- a) Deputise for the President in their absence.
- b) Be responsible for academic queries and advice for all Student Academic Representatives, maintaining regular contact with reps and department heads and administrators.
- c) Have a good working relationship with relevant University staff and ensure student opinion is listened to and considered at every level.
- d) 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.
- e) Be responsible for the oversight of the role, function and suitability of the Student Academic Representative system at the University of Winchester.

- f) Promote the benefits of student academic representation to both University staff and students.
- g) Assisted by the President, deal with students' concerns, aspirations and problems in relation to education provision.
- h) Through collation of programme committee minutes and communication with Student Academic Representatives, identify and work to resolve any cross faculty common issues.
- i) Develop and maintain systems for regularly gathering student opinion on the quality of their course and the institutional provision of support services and regularly raise these findings with the University.
- j) Be the main contact for any academic appeals or matters of misconduct, have a strong knowledge of the processes involved and keep a record for future reference.
- k) Liaise with the University of the Creation, monitoring and review of the Student Charter and any regulations governing the academic conduct of students.
- l) Be a member of academic committee meetings and/or any other bodies established by the University which have a bearing on the education of students.
- m) Be aware of political discussions surrounding the Higher Education sector.
- n) Co-ordinate the Union's work in relation to the University's quality assurance process.
- o) Keep up to date with developments in the field of Higher Education to ensure a contemporary knowledge specific to this area.
- p) 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.
- q) Establish, maintain contact and provide information from groups and organisations which work on equal opportunities issues.
- r) Liaise with the University, and ensure an input into the development monitoring and review of the University equal opportunity procedures.
- s) Maintain a detailed level of knowledge of organisations and services related to areas of equality and welfare. Ensuring an ability to refer students to the right service.
- t) Liaise with the Student Services department and, when necessary, University management.
- u) Ensure that the views and opinions of students who suffer discrimination are reflected throughout the Student Union's work.
- v) Campaign alongside and support International students, representing their views and interests as well as highlighting opportunities for engagement.
- w) Actively encourage mature and part-time students to get involved in the Student Union, and support their engagement with all aspects of University life.

- x) Attend any relevant training/briefing days for matters of Welfare and support providing.
- y) Keep up to date with developments in the fields of Student Welfare to ensure a contemporary knowledge specific to this area.
- z) Establish and maintain regular contact with the University's Student Housing Office in order to represent student views and housing issues.

Part-time Officers

Alongside the elections for Officer Trustees, Winchester Student Union will hold cross-campus ballot elections for five part-time officers. These officers will have no pre-labelled portfolio, with their core shared responsibilities outlined by bye-law 1. Once elected the executive committee will discuss and propose areas for each officer to lead on, ensuring that all students are represented. This shall be done at an appropriate time before the first Semester begins. Areas which officers may wish to take the lead in include, but are not limited to, the following;

- a) Volunteering
- b) Community Relationships
- c) Entertainments
- d) Sports and Society developments
- e) Academic Representation
- f) Student Welfare
- g) Wellbeing
- h) Equality & Diversity
- i) Ethical & Environmental
- j) Sustainability
- k) Student Demographic Representation:
 - Mature Students
 - Part-Time Students
 - International Students
 - Commuting Students
 - Students who are parents
 - Students who are carers
 - BME Students
 - Islamic Students
 - EU Students
 - LBGTQ+ Students
 - Disabled Students
- l) Housing conditions

Appendix D: Officer Code of Conduct

Paper – Officer Code of Conduct

Owned by: Student Senate

Date passed: 28/05/16

Body passed by: President & Senior Manager

Review Required: 14/06/19

The code sets out the relevant standards expected of Executive Officers in relation to procedures, standards of integrity and stewardship. It also exists to ensure a good working relationship with the University, Staff, and other officers.

Officers are reminded that if they breach this code and or policy of the Union or University they may be liable to action as outlined in the arrangements for discipline and grievance.

General

1. Officers must act in the best interests of the Union with probity, due prudence and are expected to seek staff and professional advice.
2. Officers must act in the interests of the Union and its assets to benefit current, potential and future members.
3. Officers are accountable to the organisation's stakeholders including the public for their decisions, performance and behaviour.
4. Except where legally authorised, Officers must not gain financial or other material benefit for themselves, their families or their friends from external individuals, organisations business etc. Nor must an Officer attempt to use his/her status to gain advantage within the organisation.
5. An Officer must not place him/herself under any financial or other obligation to outside individual organisations that might influence him/her in the performance of his/her official duties.
6. Officers should conduct themselves in a manner which does not damage or undermine the reputation of the organisation, or its staff individually or collectively and should not take part in any activity which is in conflict with the objects of, or which might damage the reputation of, the organisation. They should also be mindful of postings to social networking sites.
7. Officers are there to represent students and the Union and therefore should speak collectively and pursue Union policy and practice on matters regardless of personal views.
8. Officers should consider Union members in all decision making and actions, ensuring that the Unions' activities have positive outcomes for members.

Responsibilities

1. Officers must, with the help of the General Manager and staff, formulate and review regularly the organisation's vision, values and long-term strategy as well as policies for its fulfilment.
2. Officers, with the assistance of the General Manager and appropriate professional advisers, must ensure that they, and where relevant the organisation, comply with regulatory and statutory requirements. In addition to compliance with statutory requirements, officers should have a commitment to the development and implementation of good practice.
3. Officers are entrusted with a day to day oversight/responsibility of financial matters by the trustees with the assistance of the General Manager and appropriate professional advisers
4. Officers must be familiar with and keep under regular review the rules and constitution of the organisation. Any changes must be made in accordance with constitutional and legal requirements.
5. Officers should conduct themselves in a way that is not contradictory to Union behavioural policies and/or Staff's terms and conditions, in particular their disciplinary procedures, where applicable.

Meetings

1. Officers must strive to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively.
2. Officers should ensure that all decisions are made in the Union's / Members best interests.
3. Officers must aim to foresee and avoid any conflict of interest. Where one arises, an Officer must at once declare the interest and absent him/herself from any discussion or vote taken on the matter by the other Officers. Any transaction under which the Officer will benefit either directly or indirectly must have proper legal authority.
4. Confidential information or material (relating to users, beneficiaries, members, staff, commercial business, etc) provided to, or discussed at a Committee meeting must remain confidential and within the confines and must not be discussed outside the body.
5. Officers should undertake sufficient discussion with colleagues and seek appropriate information to bring to the meeting to allow for an adequate and full discussion and for reasoned decisions to be made
6. Officers should base views and decisions where possible on feedback gathered in valid methods from the membership

Staff

1. Officers must ensure there is a clear understanding of the scope of authority delegated to the General Manager and other staff.
2. Officers should be clear that they are not responsible for the line management of staff (other than where expressly noted).

Attendance

1. Minimum attendance expectations for part-time officers to be agreed annually during residential training. Attendance for full-time officers to be likewise agreed but must constitute 37.5 hours per week and represent fair availability to student members.
2. Officers are expected to keep diaries up to date including periods of leave.

Social responsibility

1. It is understood that officers will be in attendance at some social and off campus events as part of their official duties. Their role must be clear at these events and they should not drink alcohol if considered 'on duty'.
2. When officers are attending social events they should be clear about their role and not wear official Union clothing which identifies their formal position if socialising / consuming alcohol.
3. Officers should be clear about the University and Union position on socially responsible behaviour and act accordingly
4. Officers should remember that as ambassadors of the Union and University they should be mindful of actions and comments on social networking sites and not act in any way that could bring the Union or University in to disrepute.
5. Officers must remember to demonstrate confidentiality over sensitive or private issues and to avoid reputational damage to themselves or the organisation.
6. Officer should conduct their communication with a mind to the consequences of libel, slander or defamation and avoid such risk.

Expenses

1. Expenses may be claimed in accordance with Union policies.
2. Travel claims should be made in accordance with Union policy and should be by the best value means that is safe, sustainable, possible and practicable for the journey.

Dismissal and Disciplinary Procedure

1. In matters of conduct and behaviour the Union's Code of Conduct Bye Law will apply.
2. In matters of political performance Officers will be subject to the routes of accountability as outlined in the constitution and relevant Bye-laws, and the outlined routes of removal.

Agreement

Name
(Name)

Signed on Behalf of the Union

Position

Position

Signed

Signed

Appendix E: Roles and Responsibilities of Student Representatives

Paper – Roles and Responsibility of Student Representatives (Student Senate)

Owned by: Student Senate

Date passed:

Body passed by: Student Senate

Review Required:

Overview

Winchester Student Union is required to hold a cross-campus ballot election, separate to that of the Executive Committee election, to elect the representative members of Student Senate. Those representatives are;

- 1.1. Mature Student Rep
- 1.2. Part-Time Student Rep
- 1.3. Commuting Student Rep
- 1.4. International Student Rep
- 1.5. Distance Learning Student Rep
- 1.6. Postgraduate Student Rep
- 1.7. BME Student Rep
- 1.8. LGBT+ Student Rep
- 1.9. Disabled Student Rep
- 1.10. Faculty of Education Student Rep x 2
- 1.11. Faculty of Arts Student Rep x 2
- 1.12. Faculty of BLS Student Rep x 2
- 1.13. Faculty of HSS Student Rep x 2
- 1.14. Faculty of Heath & Wellbeing Student Rep x 2

Elections

The elections for representative members of Student Senate should be held and completed no later than Week 7 of Semester 1 in any academic year. No one member can run for more than one position in any given election period.

Term of Office

Any successful elected candidate will hold their position from the day of election results to the end of the academic year (30th June).

Roles & Responsibilities

Due to have slightly differing responsibilities and further committees to attend in addition to Student Senate the student representative of Student Senate have been spilt into two group in this policy. Those groups are as follows:

1. Demographic Student Reps;

- 1.1. Mature Student Rep
- 1.2. Part-Time Student Rep
- 1.3. Commuting Student Rep
- 1.4. International Student Rep

- 1.5. Distance Learning Student Rep
- 1.6. Postgraduate Student Rep
- 1.7. BME Student Rep
- 1.8. LGBT+ Student Rep
- 1.9. Disabled Student Rep
- 2. and Faculty Student Reps;**
 - 2.1. Faculty of Education Student Rep x 2
 - 2.2. Faculty of Arts Student Rep x 2
 - 2.3. Faculty of BLS Student Rep x 2
 - 2.4. Faculty of HSS Student Rep x 2
 - 2.5. Faculty of Health & Wellbeing Student Rep x 2

The roles and responsibilities of these Student Representatives of Student Senate are as follows:

- 1. Demographic Student Reps shall:**
 - a) Attend Student Senate meetings
 - b) Represent the views and feelings of the students as outlined in your role header.
 - c) Work alongside the Student Union Executive team to provide additional routes of feedback for students to engage with the Student Union and University, which may be of particular relevance to your demographic.
 - d) Assist in campaign on, and raising awareness of issues faced by students covered within your demographic.
 - e) Ensure that the views and opinions of your demographic are reflected through the Student Union's work.
 - f) Assist the Student Union in promoting engagement opportunities relevant to your demographic.
 - g) Hold the Student Union Executive Committee responsible for the work they have been doing and ensure that opportunities are made available for your demographic.
 - h) Support the Student Union through ideas and feedback to ensure that students of all backgrounds, race, religion, creed, interest group and demographic is able to take part in the Student Union democratic functions.
- 2. Faculty Student Reps shall:**
 - a) Attend Student Senate meetings
 - b) Represent the views and feeling of students from the faculty of which you represent.
 - c) Work alongside the Vice President, Education & Welfare to ensure that Student Academic Reps are feeling motivated and are having their voice heard in appropriate avenues.
 - d) Attended Faculty Academic Development Committees as the default student representatives from your faculty.

- e) Assist the Student Union in campaigns relevant to students within your faculty and/or to student's general academic interests.
- f) Ensure that the Student Union's work does not purposefully or accidentally exclude students from one or more particular faculties.
- g) Hold the Student Union Executive Committee responsible for the work they have been doing.
- h) Support the Student Union through ideas and feedback to ensure that students of all faculties, backgrounds, race, religion, creed, interest group and demographic is able to take part in the Student Union democratic functions.