



BYE-LAW: UNION DEMOCRACY

STUDENT LED. STUDENT DELIVERED. STUDENTS EMPOWERED

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

Reviewed: 29/09/2020

Reviewed required: 29/09/2023

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 student-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 Union 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 students' 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 Sabbatical Officers (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 Student Officers (Part-time Officers)
- 3.2.2. The total membership of the Executive Committee shall not exceed 8 voting members.

3.3. Quoracy

- 3.3.1. Quoracy of the meeting shall be 50%+1 of standing membership.

3.4. Attendance at Meetings

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

3.5. Frequency of Meetings

- 3.5.1. Meetings shall be held as often as is necessary to meet the duties of the Committee.

3.6. Authority

- 3.6.1. The Committee is authorised as the core representational committee of Winchester Student Union aimed at promoting and defending the rights of its members.
- 3.6.2. The Committee shall run campaigns related to issues affecting its members.
- 3.6.3. The Committee shall work together to implement Union policy and strategy, ensuring the Union remains focused on representing the needs of its members.

3.7. Conditions

- 3.7.1. Sabbatical Officers (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.
- 3.7.2. Officers of the Executive Committee shall be granted all privileges of Union membership.
- 3.7.3. All members of the Executive Committee must be a member at the time of their election and for the duration of their time in office.
- 3.7.4. All members of the Executive Committee must agree to and sign the 'Officer Conduct of Conduct' paper (Appendix D).

3.8. Remuneration of Sabbatical Officers (Officer Trustees)

- 3.8.1. Sabbatical Officers 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.

3.9. Duties

- 3.9.1. To represent the voice of the membership
- 3.9.2. Attend regular Executive Committee meetings
- 3.9.3. To execute policy through committee and other methods
- 3.9.4. To review policy annually
- 3.9.5. To lead the Union in delivering on students' representative and political priorities
- 3.9.6. Receive a quarterly report from the Sabbatical Officers (Officer Trustees)
- 3.9.7. To create, maintain and form membership of any and all relevant sub-committees as deemed practicable for effective representation and democracy.
- 3.9.8. To deliver project work commensurate with portfolio and within relevant policy and strategy.
- 3.9.9. Support, where appropriate, student committees in the fulfilment of their roles.
- 3.9.10. Attend all relevant meetings of the Union and University commensurate with individual portfolios and chosen areas of interest.
- 3.9.11. Liaise with external organisations appropriate to individual roles and chosen areas of interest.
- 3.9.12. Actively promote the work of Winchester Student Union to its members, the University and to the local community.
- 3.9.13. Be responsible for the publicising of information related to their specific areas of interest, with the assistance of the staff of Winchester Student Union.
- 3.9.14. 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.
- 3.9.15. To embrace and contribute to the Student Union's ethical & environmental ethos.
- 3.9.16. 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.
- 3.9.17. Ensure a minimum of three hours office contact time per semester week for Student Officers (undertaken through meeting attendance, campaign work, speaking with members, etc.).
- 3.9.18. Follow, and maintain portfolios as outlined in the 'Executive Officers: Role and Responsibility Paper' (Appendix C).
- 3.9.19. Be responsible for other duties outside of their portfolio or areas of interest as laid down by Student Senate.

3.10. Reporting Procedures

- 3.10.1. The Committee shall be held accountable to members via the Union's General Meeting, usually through questions from members.

- 3.10.2. Executive Committee Minutes will be circulated to committee members and members, via the Union' website.

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 any 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 Appointments Committee's minutes will be circulated to the Trustee Board.
- 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 "closed 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 & Human Resources 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 Senior Manager of the Union;
- 5.2.2. A quorum shall be 50% of the membership, including either the Senior 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 be held as required, and where not covered by the business of the full Board.
- 5.4.2. Where appropriate, meetings of this Committee and the Board of Trustee 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-committees, 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 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 and 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 the Trustee Board.
- 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 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 Health & Safety Committee's minutes will be circulated to all members and the Trustee Board.
- 6.7.2. The minutes will also be submitted as an agenda item to the next meeting of the Board of Trustees.
- 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 (Education Zone, Welfare Zone, Activities Zone, Services Zone).
- 7.1.2. The Chair of Student Senate shall be the Union President.
- 7.1.3. The Deputy Chair, who shall not be a member of the Executive Committee, 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 two senate meetings per academic year.
- 7.1.6. Motions may be submitted by the Zone Committees of Student Senate, as outlined in section 12 of this bye-law.
- 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 Union's 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, the Executive Committee.

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), elected via cross-campus ballot in the Union elections held in the Spring of the previous academic year:
 - 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 Officers x5
- 7.3.3. Ex-Officio members from the Board of Trustees (total 3), appointed by the Appointments Committee as outlined in section 6 of this bye-law:
 - 7.3.3.1. Student Trustees x3

- 7.3.4. Student Senate Demographic Representatives; one representative to be put forward by each of the Union's representational network committees (see the Union's Bye-law 4 - Activities for details)
- 7.3.5. Faculty Student Senate Representative (total 5) will be selected from amongst elected Student Academic Representatives (StARs):
 - 7.3.5.1. Faculty of EDN Student Senate Representative
 - 7.3.5.2. Faculty of ART Student Senate Representative
 - 7.3.5.3. Faculty of BLDT Student Senate Representative
 - 7.3.5.4. Faculty of HSS Student Senate Representative
 - 7.3.5.5. Faculty of HWB Student Senate Representative
- 7.3.6. Zone Committee Representatives (total 4), elected in the first relevant Zone Committee of each academic year:
 - 7.3.6.1. Education Zone Committee Representative
 - 7.3.6.2. Welfare Zone Committee Representative
 - 7.3.6.3. Activities Zone Committee Representative
 - 7.3.6.4. Services Zone Committee Representative
- 7.3.7. Any other as appointed by the Chair as required/desired.
- 7.3.8. The roles, responsibilities and portfolio of all Executive Committee Officers and Student Senate Representatives can be found in Appendix C and Appendix E respectively.
- 7.3.9. The Senior Union Staff Member or their delegate will normally attend, with others at the discretion of the chair.
- 7.3.10. A quorum shall be 50%+1 of the filled positions.

7.4. Reporting Procedures:

- 7.4.1. Student Senate minutes will be circulated to all committee members, the Trustee Board and shall be made available to all members via the Union's website.

7.5. Committees of Student Senate:

- 7.5.1. There shall be the following Zone Committees of Student Senate for the purpose of which to ensure relevant, current and wide representation and feedback to Student Senate:
 - 7.5.1.1. Education Zone Committee
 - 7.5.1.2. Welfare Zone Committee
 - 7.5.1.3. Activities Zone Committee
 - 7.5.1.4. Services Zone Committee
- 7.5.2. The specific membership and remit of each Zone Committee will be laid down in the relevant Zone Committee's terms of reference as below.

8. Education Zone Committee

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 Committee.

8.2. Membership

- 8.2.1. The Chair of the Education Zone Committee shall be the Vice President, Education & Welfare. The core 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 Officer
 - 8.2.2. The following Union members will be directly invited to attend:
 - 8.2.2.1. Faculty of EDN Student Senate Representative
 - 8.2.2.2. Faculty of ARTS Student Senate Representative
 - 8.2.2.3. Faculty of BLDT Student Senate Representative
 - 8.2.2.4. Faculty of HSS Student Senate Representative
 - 8.2.2.5. Faculty of HWB Student Senate Representative
 - 8.2.2.6. Student Senate Demographic Representatives with an interest in Education matters (for example, distance learning students, part-time students, postgraduate/mature students etc.)
 - 8.2.2.7. Student Academic Representatives (StARs)
 - 8.2.3. The Zone Committee acts as an open committee and any member of the Union may attend.
 - 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 Committee, but not less than twice per academic year.
- #### **8.5. Authority:**
- 8.5.1. The Zone Committee 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 Zone Committees of the Union as set out in their respective terms of reference.
 - 8.5.3. The Zone Committee 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 Committee shall be:
 - 8.6.1.1. To receive reports, feedback and student opinion from any members, sub-groups or forums 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 Education Zone 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 feedback on any academic projects.
- 8.6.1.6. To feed into 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 Committee minutes will be circulated to committee members.
- 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. Student Senate Education Zone Committee Representative:

- 8.8.1. One member of the Education Zone Committee 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 Committee 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 Committee

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 Committee.

9.2. Membership

- 9.2.1. The Chair of the Welfare Zone Committee shall be the Vice President, Education & Welfare. The core members shall be:
 - 9.2.1.1. The Vice President, Education & Welfare
 - 9.2.1.2. Student Union President
 - 9.2.1.3. Vice President, Activities
 - 9.2.1.4. A Student Officer
- 9.2.2. The following Union members will be directly invited to attend:
 - 9.2.2.1. Student Senate Demographic Representatives from each of the Union's representational networks
 - 9.2.2.2. Union members involved in Welfare projects, (e.g. Student Listeners, Activity Groups Wellbeing Reps)
- 9.2.3. The Zone Committee acts as an open committee and any member of the Union may attend.
- 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 Committee, but not less than twice per academic year.

9.5. Authority:

- 9.5.1. The Zone Committee 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 Zone Committees of the Union as set out in their respective terms of reference.
- 9.5.3. The Zone Committee 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 Committee shall be:
 - 9.6.1.1. To receive reports, feedback and student opinion from any members, sub-groups or forums 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 Zone 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 feedback on 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 Committee minutes will be circulated to committee members.
- 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 Committee 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. Student Senate Welfare Zone Committee Representative:

- 9.8.1. One member of the Welfare Zone Committee 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 Committee 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 Committee

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 Committee.

10.2. Membership

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

10.2.1.1. The Vice President, Activities

10.2.1.2. Student Union President

10.2.1.3. A Student Officer

10.2.2. The following Union members will be directly invited to attend:

10.2.2.1. Elected Sports Team Captains or delegates

10.2.2.2. Elected Society and Representational Network Chairs or delegates

10.2.2.3. Student Senate Demographic Representatives from each of the Union's representational networks

10.2.3. The Zone Committee acts as an open committee and any member of the Union may attend.

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 Committee, but not less than twice per academic year.

10.5. Authority:

10.5.1. The Zone Committee 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 Zone Committees of the Union as set out in their respective terms of reference.

10.5.3. The Zone Committee 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 Committee shall be:

10.6.1.1. To receive reports, feedback and student opinion from any members, sub-groups or forums of the Committee.

10.6.1.2. To utilise such feedback to make recommendation for the improvement of activity groups (sports, societies and representational networks) and volunteering, fundraising and community action opportunities of the Student Union.

- 10.6.1.3. To make / receive recommendations regarding any major Activity Zone campaigns or initiatives.
- 10.6.1.4. To receive information about the overall health of the Union's student activity projects.
- 10.6.1.5. To feedback on any central Activity Group 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 Committee minutes will be circulated to committee members.
- 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 Committee 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. Student Senate Activities Zone Committee Representative:

- 10.8.1. One member of the Activities Zone Committee 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 Committee 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 Committee

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 Committee.

11.2. Membership

11.2.1. The Chair of the Services Zone Committee shall be the President. The core 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 Officer

11.2.2. The following Union members will be directly invited to attend:

11.2.2.1. A number of Student staff that represent the breadth of services activity.

11.2.3. The Zone Committee acts as an open committee and any member of the Union may attend.

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 Committee, but not less than twice per academic year.

11.5. Authority:

11.5.1. The Zone Committee 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 Committees of the Union as set out in their respective terms of reference.

11.5.3. The Zone Committee 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 Committee shall be:

11.6.1.1. To receive reports, feedback and student opinion from any members, sub-groups or forums 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 events.

- 11.6.1.4. To receive information about the overall health of the Union's 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 Committee minutes will be circulated to committee members.
- 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 Committee 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. Student Senate Services Zone Committee Representative:

- 11.8.1. One member of the Services Zone Committee 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 Committee 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 constitution of the Union as statements of management practice, and are set in line with the constitution of the Union.
- 12.1.3. Policies are defined in the constitution 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-law as statements processed through Zone Committees and Student 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 Constitution 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, policy 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

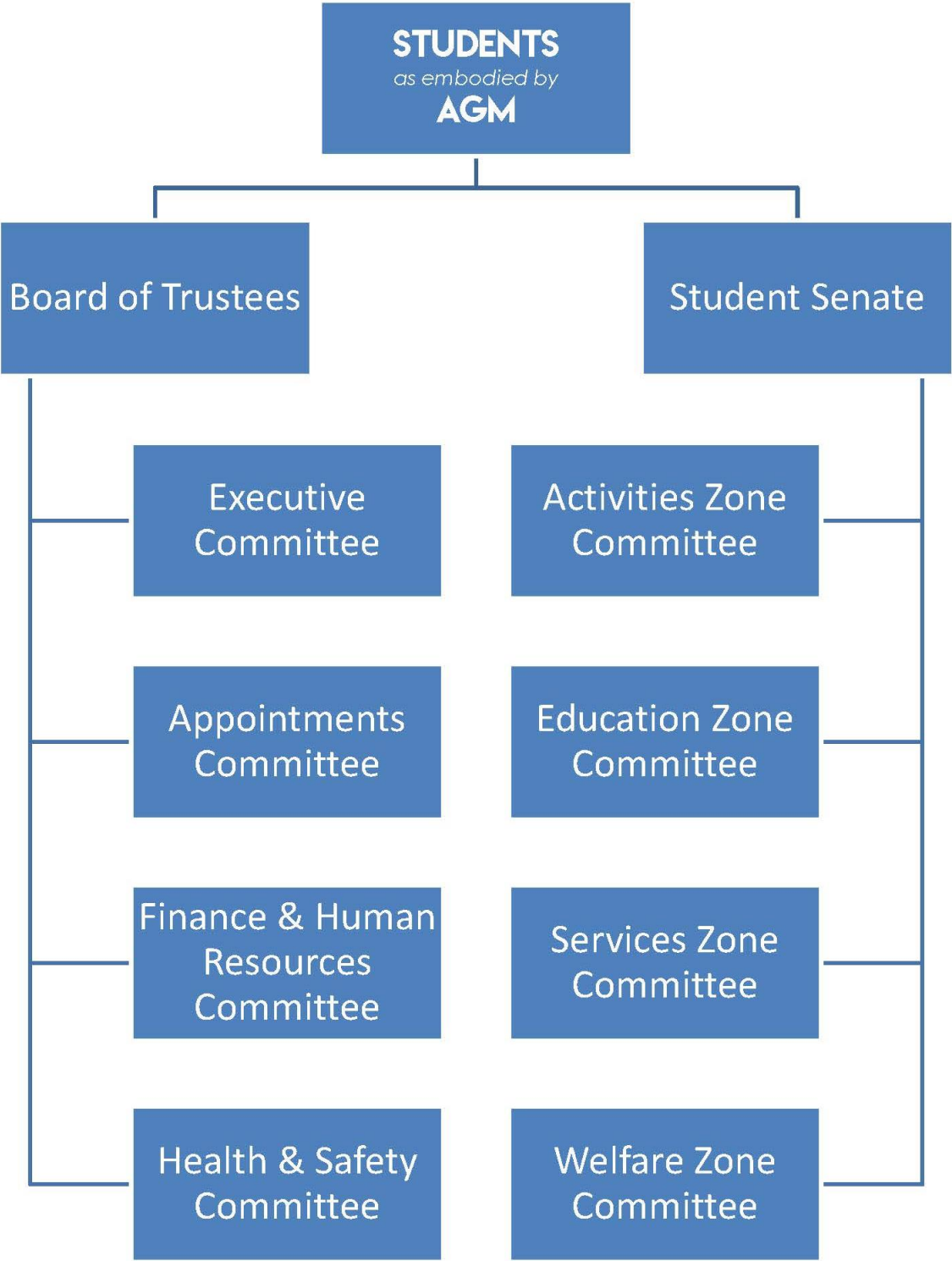
- 12.5.1. Motions may be submitted by any member of the Union to either of the following;
 - 12.5.1.1. Education Zone Committee
 - 12.5.1.2. Welfare Zone Committee
 - 12.5.1.3. Activities Zone Committee
 - 12.5.1.4. Services Zone Committee
 - 12.5.1.5. Union General Meeting
- 12.5.2. Motions shall be aimed at providing the officers of the Union with direction for which the work, including but not limited to campaigns, shall take.
- 12.5.3. Motions shall be submitted to the Chair of the appropriate Zone Committee and be in accordance with the role and responsibility of the Zone Committee 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 successfully passed through Zone Committees.
- 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 they are passed.

12.6. General

- 12.6.1. A register of all bye-laws, policies, papers and motions will be maintained by the Union's Senior Manager, or their delegate, and will be made available to any member or stakeholder upon request.
- 12.6.2. The Union's Senior Manager, or their delegate, will bring to the attention of the Board of Trustees and 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. They 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 C: Executive Committee Officers: Role and Responsibilities

Paper – Executive Committee Officers: Role and Responsibilities

Owned by: Student Senate

Date passed: 30/01/19

Body passed by: Executive Committee

Reviewed: 21/05/20

Review Required: 01/02/21

Overview

This paper outlines the roles and responsibilities of the Executive Committee Officers. Bye-law 1 outlines an Executive Officer team comprised of 8 voting members comprised of:

3 x Sabbatical Officers (Officer Trustees):

President

Vice President, Education & Welfare

Vice President, Activities

5 x Student Officers.

Bye-law 1 also outlines the shared duties and responsibilities of the Executive Committee. This paper outlines the individual portfolios of the Sabbatical Officers and the chosen areas of interest of the Student Officers.

Portfolio: Sabbatical Officers (Officer Trustees)

1. The President shall:

- a) Be the Officer Trustee with overall responsibility for the Services Zone; Ensure student voice and feedback are sought and acted upon in all areas of the Services Zone.
- b) Be the prime representative of the Student Union; Be the official spokesperson of the Union to the media and other external bodies.
- c) Chair numerous meetings including, the Union's Trustee Board, Executive Committee, Student Senate, Appointments Committee, Finance & Human Resources Committee, Health & Safety Committee; Be a member of relevant University academic committees and any other bodies established by the University which have a bearing on students.
- d) Be a Student Governor on the University's Board of Governors and attend Board meetings, and report back to the Student Union.
- h) Meet with the University's Senior Management Team (SMT) regularly, and report back to the Student Union.

- e) Lead delegations to conferences and meetings with external bodies.
- f) Liaise with the National Union of Students (NUS) and regional staff.
- g) Supervise the Senior Manager of the Student Union.
- i) Encourage students to join and get involved in all aspects of the Student Union.
- j) Whenever possible, ensure the Student Union works as a motivated team and encourage Executive Committee members to work to the best of their ability.
- k) In conjunction, with the Senior Manager of the Union, draft the Student Union annual budget, and monitor expenditure alongside the Union's Trustees
- l) Ensure that Union accounts are audited annually, and that these are presented to members and University Board of Governors for information.
- m) Be pro-actively involved in campaigning on a local and national level on issues specific to Winchester Student Union and its members.
- n) Lead on the Union's work to represent all student demographic groups ensuring the equality, diversity and accessibility of the Union; Liaise with the University and ensure an input into the development, monitoring and review of the University's equal opportunity procedures.
- o) Be aware of the political landscape of the Higher Education sector.
- p) Be responsible for recognising Union achievements and developments and celebrating these to our membership, stakeholders and the wider community.
- q) Seek to improve the standing of the Union and its members in the wider community; Serve as a community liaison in matters of community relations.
- r) Be responsible for organising and monitoring student representation on all University and Union meeting groups, including Student Senate and Student Academic Council.
- s) Ensure that the democratic and representational structures of the Union are fit for purpose and upheld.
- t) Be responsible for ensuring feedback to the Executive Committee on all money-making activities of the Union.
- v) 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.
- w) Support all Sabbatical Officers and Student Officers in delivering their portfolios across the academic year.

- x) Represent student views on housing issues; establish and maintain regular contact with student housing providers.
- y) Coordinate Welcome activities for members, including the recruitment and training of Freshers Crew.

2. The Vice President, Education & Welfare shall:

- a) Be the Officer Trustee with overall responsibility for the Education Zone and Welfare Zone; Ensure student voice and feedback are sought and acted upon in all areas of the Education and Welfare Zones.
- b) Deputise for the President's portfolio in their absence.
- c) The Sabbatical Officer with responsibility for all Student Academic Representatives (StARs), including promoting, developing and delivering elections and training of StARs, maintaining regular contact with StARs, Programme Leaders and Programme Administrators.
- d) Read and review minutes of Student-Staff Liaison Committees (SSLCs) to identify recurring themes across the student body; develop campaigns based around common issues and work with relevant staff to promote major changes due to StARs' work in SSLCs
- e) Liaise with relevant University management, including Student Services and First Deputy Vice Chancellor; Have a good working relationship with relevant University staff and ensure student opinion is listened to and considered at every level.
- f) Action students' concerns, aspirations and problems in relation to the University's education and welfare provision and regularly raise these issues with the University.
- g) Work closely with the Student Union Advisor to oversee provision of the Advice Centre, working on campaigns based on common issues facing the student body as identified by the Student Union Advisor.
- h) Work closely with the Student Union Advisor to support students with group complaints, ensuring students are adequately represented
- i) Liaise with the University of the Creation, monitoring and review of the Student Charter and any regulations governing the academic conduct of students.
- j) Be a member of academic committee meetings and any other bodies established by the University which have a bearing on the education and/or welfare of students.
- k) Co-ordinate the Union's work in relation to the University's quality assurance process.

- l) Keep up to date with both education and welfare developments in the Higher Education sector to ensure a contemporary knowledge specific to these areas.
- m) Be responsible for actively campaigning on a local and national level on academic or welfare issues specific to Winchester Student Union
- o) Attend any relevant training/briefing days for matters of welfare and support providing.
- p) Take a lead on the Union's environment and sustainability work including Green Impact, Responsible Futures, Go Green Week and any other relevant programmes and campaigns.
- q) Coordinate Initiatives to promote student wellbeing, such as Student Recharge Days, University Mental Health Day, and Student Union welfare campaigns
- r) Coordinate the Student Fellows Scheme in partnership with the University

3. The Vice President, Activities shall:

- a) Be the Officer Trustee with overall responsibility for the Activities Zone; Ensure student voice and feedback are sought and acted upon in all areas of the Activities Zone.
- b) Publicise and promote the Union's sports teams, societies, representational networks ('activity groups') and other extra-curricular opportunities run by the Union, and communicate benefits of participation.
- c) Be responsible for all activity groups that are formed in accordance with the relevant schedules outlined in the Constitution and Bye-laws.
- e) Monitor the activities of all activity groups, ensuring their compliance to Bye-law 4, Health & Safety legislation, and Union policy and guidelines.
- d) Be responsible for the allocation of grants to activity groups.
- f) Submit reports to the Executive Committee on the funding and activities of activity groups.
- g) Issue guidance and advice to activity group committees on organisational, promotional and financial matters.
- h) Actively encourage and support students to set up new activity groups, submitting new activity group proposals to the Executive Committee for approval
- i) Act in the capacity of Returning Officer for all relevant activity group elections; ensure such elections are promoted and undertaken under relevant Union regulation.
- j) Ensure activity groups have the opportunity for a profile at all student induction events, including Freshers Fayre and Refreshers Fayre

- k) Be available to assist activity groups in their internal administration, adherence to Bye-law 4 and with external bodies, where necessary.
- l) Develop opportunities for all students in the Activities Zone; developing initiatives, campaigns and activities to help our members be distinctive.
- m) Be responsible for ensuring activity group committees and leaders have access to relevant training and resources.
- n) Seek to increase both opportunities for, and participation in, volunteering and community action projects for students.
- o) Support the ongoing developments of the Raising And Giving (RAG) society and any activity group fundraising activity; ensure all activity groups are aware of their responsibilities to prevent ultra vires fundraising.
- p) Forge strong relationships with the University's volunteering coordinators and external volunteering organisations to ensure opportunities are promoted adequately to our members.
- q) Promote the benefits of participation in extra-curricular activities, particularly in regard to personal development and graduate employability.
- r) Be the Trustee responsible for Union vehicles; Coordinate the Union's 'Safety Bus' scheme including the recruitment, training and retention of volunteer drivers.

Shared Duties

All Sabbatical Officers will have a shared responsibility to:

- a) Promote engagement in all aspects of the Student Union.
- b) Be a Trustee of the Union; As a Trustee, ensure good governance. Ensure strong financial sustainability, strategy and decision making.
- c) Be a signatory of the organisation.
- d) Celebrate and promote the successes of the Union and its members.
- e) Be named within policy (Union University) and act in accordance with such responsibility.
- f) Ensure that the views and opinions of students from underrepresented groups are reflected throughout the Student Union's work.
- g) Be an employee of Winchester Student Union and work within all relevant terms and conditions of employment

Student Officers

Alongside the elections for Sabbatical Officers, Winchester Student Union will hold cross-campus ballot elections for five Student Officers. These officers are elected to represent students and 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 of interest for each Student Officer to lead on, ensuring that all areas and all students are represented. This shall be done at an appropriate time before Semester One begins. Areas which Student Officers may wish to take the lead on include, but are not limited to, the following;

Education Zone	Welfare Zone	Activities Zone	Services Zone
Education (Vice President, Education & Welfare)	Welfare/Wellbeing (Vice President, Education & Welfare)	Sports Teams Development (Vice President, Activities)	Events/ Entertainment (President)
Student Academic Representation (StARs) (Vice President, Education & Welfare)	Advice Centre (Vice President, Education & Welfare)	Societies Development (Vice President, Activities)	Bar / Services (President)
Environmental & Sustainability (Vice President, Education & Welfare)	Equality & Diversity (President)	Representational Networks Development (Vice President, Activities)	Community Relations (President)
Student Demographic Representation* (President)	Housing (President)	Volunteering & Community Action (Vice President, Activities)	Celebrating Success (Communications) (President)

(Sabbatical Officer with Zone responsibility noted in parenthesis.)

* Student Demographic Representation includes (but is not limited to): Mature Students, Part-Time Students, International Students, Commuting Students, Students who are Parents, Students who are Carers, BAME Students, LGBTQPIA+ Students, Disabled Students, Students who are Care Leavers, Estranged Students, Students who are Asylum Seekers

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

Further Review Required: 01/02/20

The Code of Conduct sets out the relevant standards expected of elected Officers of the Union 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 themselves under any financial or other obligation to outside individual organisations that might influence them in the performance of their 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 Board of 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 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 themselves 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, any Union meeting must remain confidential and within the confines and must not be discussed outside the body. Officers should ensure familiarity with and comply to, the General Data Protection Regulations (GDPR)
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 Student Officers is outlined in the Union's Bye-law 1, Section 3 - Executive Committee. Attendance for Sabbatical Officers (Officer Trustees) 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 events as part of their official duties, both on and off campus. 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 they are off duty and/or 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 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. Officers should conduct their communications 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 Bye-law 2 - Code of Conduct - Disciplinaries, Complaints & Appeals 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,

Agreement

Name
(Name)

Signed on Behalf of the Union

Position

Position

Signed

Signed

Appendix E: Roles and Responsibilities of Student Senate Representatives

Paper – Roles and Responsibility of Student Senate Representatives

Owned by: Student Senate

Date passed:

Body passed by: Student Senate

Review Required: 04/10/21

Overview

Winchester Student Union is required to ensure that members of Student Senate are populated from our membership.

Student Senate Representatives are listed as follows, as outlined in Section 7 of the Union's Bye-law 1:

1. Student Senate Demographic Representatives; one representative to be put forward by each of the Union's representational networks (see the Union's Bye-law 4 - Activities for details of representational networks)
2. Faculty Student Senate Representative (total 5) will be elected from amongst elected Student Academic Representatives (StARs):
 - 2.1.1. Faculty of EDN Student Senate Representative
 - 2.1.2. Faculty of ART Student Senate Representative
 - 2.1.3. Faculty of BLDT Student Senate Representative
 - 2.1.4. Faculty of HSS Student Senate Representative
 - 2.1.5. Faculty of HWB Student Senate Representative
3. Zone Committee Representatives (total 4), elected in the first relevant Zone Committee of each academic year:
 - 3.1.1. Education Zone Committee Representative
 - 3.1.2. Welfare Zone Committee Representative
 - 3.1.3. Activities Zone Committee Representative
 - 3.1.4. Services Zone Committee Representative

Student Senate Representatives shall be confirmed no later than Week 7 of Semester 1 in any academic year. No one member can hold more than one seat in any given period.

Term of Office

Any non ex-officio member of Student Senate will hold their position from the day of appointment until Oct 1st of the following year, or when they cease being a member of Winchester Student Union, whichever is soonest.

Roles & Responsibilities

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

1. Student Senate Demographic Representatives shall:
 - a) Attend Student Senate meetings
 - b) Attend relevant Zone Committee meetings
 - c) Represent the views of the demographic represented by your representational network; assist in raising awareness during meetings of issues faced by students covered within the demographic represented by your representational network
 - d) Hold the Student Union (Executive & Trustee Committees) responsible for the work they have been doing and ensure that opportunities are accessible to the demographic represented by your representational network
 - e) Support the Student Union through ideas and feedback to ensure that students of all demographics can take part in the Student Union democratic functions
2. Faculty Student Senate Representatives shall:
 - a) Attend Student Senate meetings
 - b) Attend relevant Zone Committee meetings
 - c) Represent the views of students from the Faculty of which you represent.
 - d) Hold the Student Union (Executive & Trustee Committees) responsible for the work they have been doing.
 - e) Support the Student Union through ideas and feedback to ensure that students from all Faculties can take part in the Student Union democratic functions
3. Zone Committee Representatives shall:
 - a) Attend Student Senate meetings
 - b) Attend relevant Zone Committee meetings
 - c) Represent the views of students within the Zone you represent.
 - d) Hold the Student Union (Executive & Trustee Committees) responsible for the work they have been doing.
 - e) Support the Student Union through ideas and feedback to ensure that students engaged in the Zone you represent can take part in the Student Union democratic functions.



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