



Warwick SU

# Bylaws

Updated July 2022

# Contents

<b>Bylaw 1</b>	Membership
<b>Bylaw 2</b>	Decision Making and Policy
<b>Bylaw 3</b>	Elected Leaders
<b>Bylaw 4</b>	Union Meetings
<b>Bylaw 5</b>	Student Activities
<b>Bylaw 6</b>	Elections
<b>Bylaw 7</b>	Trustee Board
<b>Bylaw 8</b>	Equality and Diversity
<b>Bylaw 9</b>	Disciplinary



## Bylaw 1

# Membership

*As a Students' Union, our Student Members are our highest priority and greatest asset. This Bylaw outlines the different types of Member, their responsibilities, as well as what happens when someone's membership comes to an end.*

[Back to Contents](#)

The **President** and the **Vice President for Democracy and Development** are the officers with lead interpretation of this Bylaw.

See also: Articles of Association: Articles 8 to 10

### **Types of Membership and their benefits**

- 101 There are four types of Membership of Warwick Students' Union:
- a. Full Members who are current students at the University of Warwick, or Full-Time Officers of the Union, who have not chosen to opt-out of membership or had membership terminated in accordance with Article 9 of the Articles of Association of the Union.
  - b. Associate Members who are individuals or groups of people who Student Council have decided to allow to be members of the Union with limited rights.
  - c. Honorary Life Members who are individuals who have been awarded Life Membership of the Union by Student Council because of their outstanding contribution to the students' union. They have limited rights.
  - d. Honorary Members (Clubs and Society) who a current or past member of a specific club or society who is awarded Honorary Membership by the relevant groups General Meeting and entitles the member to only attend the relevant group events.
- 102 Full Members have the most rights. They are entitled to:
- a. Be represented by the Union on academic issues
  - b. Be eligible for participation in all student constituent groups and the committees of clubs and societies, subject to their rules and regulations.

- c. Be eligible to vote in, and to stand for office, in Union elections, subject to their rules and regulations.
- d. Be eligible for participation in Company Law Meetings, All Student Votes, Student Council and any other meetings/functions recognised by the Union, subject to their rules and regulations.
- e. Be eligible to join registered groups of the Union, subject to the conditions of membership of such clubs and societies.
- f. Utilise the social facilities administered by the Union.
- g. Have access to the services and support facilities provided by the Union.
- h. Any other relevant issues that arise as a result of their student status.

103 Associate and Honorary Life Members are entitled to:

- a. Utilise the social facilities administered by the Union
- b. Be eligible to join registered clubs and societies of the Union upon payment of the appropriate fee(s) and conditions in the relevant Bylaw
- c. Attend Company Law Meetings, All Student Votes and Student Council of Warwick SU as observers at the invitation of the Chair.

### **Responsibilities**

104 All Members are subject to the Articles, Bylaws and Policies of Warwick SU.  
See [Bylaw 9 – Disciplinary](#) for more information.

### **Ceasing to be a Member**

105 Associate Membership and Honorary Life Membership may be revoked by a decision of Student Council or the Trustee Board.

106 A student who wishes to opt-out or re-join the membership of Warwick SU must write to the President of the Students' Union to notify them of their decision to opt-out or to re-join the Students' Union. The President is then required to inform the Registrar with the names of those individuals who have opted out of membership in line with the University's Ordinances.



## Bylaw 2

# Decision Making and Policy

*Student leadership and collaboration amongst Members are central to decision-making at the Union. This Bylaw outlines the SU's decision-making bodies as well as the types of decisions they are responsible for.*

[Back to Contents](#)

The **President** and the **Vice President for Democracy and Development** are the officers with lead interpretation of this Bylaw.

### Decision Making Bodies

201 There are the following decision-making bodies in the Union:

- a. The **Trustee Board** who have overall responsibility for the Union. Their role is described in the Articles of Association, Part 3.
- b. **Company Law Meetings** which can make changes to the legal structures and functioning of the Union. Their role is described in the Articles of Association, Articles 14-29.
- c. **All Student Votes** occur at least once per year and can set policy for the Union to follow. Their role is described in [Bylaw 4 – Union Meetings](#) and the Articles of Association, Articles 13.
- d. **Referenda** are votes of all students that can set policy for the Union to follow. Their role is described in [Bylaw 4 – Union Meetings](#) and the Articles of Association, Article 12.
- e. **Student Council** meetings set policy for the Union to follow in between All Student Votes. Their role is described in [Bylaw 4 – Union Meetings](#) and the Articles of Association, Article 57.
- f. The **Super Council** elect the Chair and Deputy Chair of Student Council and deal with votes of no confidence in Union Officers. Their role is described in [Bylaw 4 – Union Meetings](#).
- g. **Student Committees** are focused on a particular area of the Union such as “Education” or “Societies”. Their role is described in [Bylaw 3 – Elected Leaders](#).

h. **Elected Officers** are elected to be leaders and representatives by students and act as another decision-making body. Their role is outlined in [Bylaw 3 – Elected Leaders](#), and further information on how they are elected can be found in [Bylaw 6: Elections](#).

202 Day to day running of the Union’s services and fulfilment of its policy and strategy will be delegated by the Trustee Board to staff and volunteers as they find appropriate.

### Types of Formal Decision

203 There are the following types of policy and procedures. These are presented in order of hierarchy (e.g., Company Law resolutions can overrule all other decisions).

Policy	Function	Body
<b>Company Law Resolutions and Special Resolutions</b>	Changes to the legal operation and structure of the Union	Company Law Meeting (See Articles 17)
<b>Trustee Board decision to overrule another decision made in the Union</b>	To avoid legal, financial, or reputational harm to the Union.	Trustee Board (See Articles 40.3)
<b>Union Policy Motion</b>	The collective view of this Union’s Members. It gives the Union a stance on an issue and a mandate for change.	Referenda / All Student Votes (See <a href="#">Bylaw 4 – Union Meetings</a> )
<b>Emergency Policy Motions (to be carried out between All Student Votes)</b>	The collective view of this Union’s Members. It gives the Union a stance on an issue and a mandate for change which must be decided urgently and cannot wait for an All Student Vote.	Student Council <i>ratified at the next Referendum or All Student Vote</i>

<b>Policy</b>	<b>Function</b>	<b>Body</b>
<b>Motion to amend Bylaws</b>	Changes to Bylaws	Trustee Board, <i>ratified by Student Council</i> or Student Council, <i>with approval by Trustee Board</i>
<b>Motion to renew or amend current policy</b>	To renew lapsed Policy so it is current for a further two years or amend existing Policy to add relevant material or remove irrelevant material	Referenda / All Student Votes <b>or</b> Student Council <i>(in line with the original policy)</i>
<b>Motion to set or appeal Regulations &amp; Principles</b>	Regulations and Principles give operational guidance on how an area of the Union should run.	Referenda / All Student Votes <b>or</b> Student Council
<b>Motion to affiliate to another organisation, renewing or stopping an existing affiliation</b>	The Union may have a relationship with other organisations at the approval of its Members	Referenda / All Student Votes <b>or</b> Student Council <i>(ratified at the next Referendum or All Student Vote)</i>
<b>Operational Staff Policies</b>	Guidance for Staff required by legislation or for the smooth running of the Union which is not subject to democratic oversight except through elected Trustee Board members.	Trustee Board

### **Actions to be Undertaken in Relation to Decision Making**

204 All decisions will be subject to a financial plan and impact assessment which will be outlined in the Union Regulations and reviewed at least every 3 years by the Trustee Board.

- 205 Policies to Referenda, All Student Votes and Student Council will be placed into a Policy “Zone” which will be owned by a particular Committee as outlined in the Union Regulations. This regulation will be reviewed at least every 3 years by the Democracy Committee.
- 206 Union Policy due to lapse will be considered by the Student Council as outlined in the Union Regulations. This Regulation will be reviewed at least every 3 years by the Democracy Committee.





## Bylaw 3

# Elected Leaders

*The SU puts its Student Members at the heart of everything it does, so they play an integral part in our leadership and decision-making. This Bylaw outlines our elected student leaders: our Full-Time and Part-Time Officers, Student Committees and Academic Representatives.*

[Back to Contents](#)

The **President** and the **Vice President for Democracy and Development** are the officers with lead interpretation of this Bylaw.

### **Types of Representatives and Their General Responsibilities**

- 301 There are the following types of representative within the Union:
- a. Full-Time Officers (full time)
  - b. Liberation Officers
  - c. Diversity Officers
  - d. Environment and Ethics Officer
  - e. Faculty Representatives
  - f. Chair and Deputy Chair of Student Council
- 302 Full-Time Officers, Liberation Officers, and the Ethical and Environmental Officers shall be elected during the Spring Elections period, following procedures outlined in [Bylaw 6 – Elections](#). Diversity Officers will be elected during the Autumn Election period. The Chair and Deputy Chair of Student Council shall be elected at the last meeting of Super Council in each academic year to serve for the following academic year.
- 303 All officers shall fulfil the job descriptions as laid out in the Regulations. All appointments will be for 12 months.
- 304 Officers are able to call working groups to work on a specific project or campaign that either the SU is mandated to act upon, appears in the Officers' Manifesto, or is core to that Officers' role. These working groups shall be compiled according to the Regulations and shall be accountable to Student Council.

- 305 All Officers shall be expected to attend Union meetings as outlined in [Bylaw 4 – Union Meeting](#) and relevant University meetings as required by the duties of their role.
- 306 All elected representatives have a responsibility to declare any interest from which they would derive a personal advantage as a result of any decision taken by a meeting of any Union body which they are present, in accordance with the Union's Conflict of Interest policy. At any meeting where an interest has been declared, the elected representative concerned will not cast a vote on that matter.

### **Full-Time Officers**

- 307 The Full-Time Officers shall be:
- a. President
  - b. Vice President for Education
  - c. Vice President for Democracy and Development
  - d. Vice President for Welfare and Campaigns
  - e. Vice President for Postgraduate Students
  - f. Vice President for Societies
  - g. Vice President for Sports
- 308 The Full-Time Officer term of office will commence on 1st August until 31st July, inclusive, except the Vice President for Postgraduate Students for whom the term of office will commence on 1st September until 31st August, inclusive. Full-Time Officers are paid employees of the Union and major office holders as described in the [1994 Education Act](#).
- 309 In the case of a postgraduate student being elected to a different Full-Time Officer position, the terms of office dates for the incoming and outgoing officers of that position would be decided on a case-by-case basis, in consultation with the Trustees.
- 310 The position of Vice President for Postgraduate Students is to be reserved for students currently undertaking postgraduate study to seek election, however all students will be able to vote for the post.

### **Liberation and Diversity Officers**

- 311 There will be the following Liberation Officers:
- a. Ethnic Minority Students' Officer
  - b. LGBTQUA+ Students' Officer
  - c. Trans Students' Officer
  - d. Disabled Students' Officer
  - e. Women's Officer
- 312 There will be the following Diversity Officers:
- a. Part-Time and Mature Students' Officer
  - b. Two International Students' Officers (EU and Non-EU)

- 313 Elections for these positions will be open to members of their respective communities and only those who define into those communities will be eligible to vote for those positions.
- 314 Liberation and Diversity Officers will be members of the Liberation and Diversity Committee and Student Council and will also send a report to their community at least once per term.

### **Environment and Ethics Officer**

- 315 There shall be an Environment and Ethics Officer.

### **Faculty Representatives**

- 316 There shall be the following Faculty Representatives:
- a. Faculty of Arts – Open (2 Places)
  - b. Faculty of Arts – Postgraduate Taught (1 Place)
  - c. Faculty of Arts – Postgraduate Research (1 Place)
  - d. Faculty of Social Sciences – Open (2 Places)
  - e. Faculty of Social Sciences – Postgraduate Taught (1 Place)
  - f. Faculty of Social Sciences – Postgraduate Research (1 Place)
  - g. Faculty of Science, Engineering and Medicine – Open (2 Places)
  - h. Faculty of Science, Engineering and Medicine – Postgraduate Taught (1 Place)
  - i. Faculty of Science, Engineering and Medicine – Postgraduate Research (1 Place)
- 317 There will be the opportunity for two periods within each academic year for the election of student leaders. The Full Time Officers shall normally be elected in the Spring.
- 318 All Faculty Representatives shall send an update of their activities to their members at least once a Term.

### **Student Committees**

- 319 There will be the following Student Committees:
- a. Democracy Committee
  - b. Education Committee
  - c. Development Committee
  - d. Liberation and Diversity Committee
  - e. Postgraduate Committee
  - f. Societies Committee
  - g. Sports Committee
  - h. Welfare Committee
  - i. Environment Committee
- 320 The positions of Student Committee Members shall be elected in the final term of the academic year in accordance with Regulation 1: Candidates for Election, with two spaces withheld to be elected in the first term of the next academic year.

- 321 The Chair of each Committee will be elected by the voting members of that Committee but will not be a Full-Time Officer, Chair of Council or Deputy Chair of Council. No individual can be the Chair of more than one Committee.
- 322 The Chair of each Committee will become a member of Student Council.
- 323 It will be the responsibility of the Chair of each Committee that their Committee meets as regularly as required. Their remit is laid out in Regulation 6: Student Committees.
- 324 Outside of the undergraduate academic terms the powers of the Student Committees shall fall to the Full-Time Officers. Any decision taken must be ratified at the first meeting of Student Council after the start of the term.
- 325 Each Committee will oversee all Policy, motions, and actions within their relevant zone of policy work as defined in Union Regulations.
- 326 They will support and review representation and undertake research to enhance the experience of students impacted by their particular zone of work.

### **Membership and Specific Provisions for Student Committees**

- 327 The membership of the Democracy Committee will be:
- a. Vice President for Democracy and Development
  - b. Chair of Council
  - c. Deputy Chair of Council
  - d. Returning Officer (non-voting), as required
  - e. 6 elected members
- 328 The core function of the Democracy Committee will be to oversee all Union democratic policy processes. A full outline of the Committee's responsibilities can be found in Regulation 6: Student Committees.
- 329 The membership of the Education Committee will be:
- a. Vice President for Education
  - b. Undergraduate Faculty Representatives
  - c. Foundation Faculty Representative
  - d. 4 elected members
  - e. Vice President for Postgraduate Students (non-voting) as required
- 330 The core function of the Education Committee will be to coordinate campaigns that impact on academic content and quality, representing students' academic interests. A full outline of the Committee's responsibilities can be found in Regulation 6: Student Committees.
- 331 The membership of the Development Committee will be:
- a. Vice President for Democracy and Development
  - b. Environment and Ethics Officer

- c. 6 elected members
- 332 The core function of the Development Committee will be to award money to student projects and campaigns in accordance with the Regulations. A full outline of the Committee's responsibilities can be found in Regulation 6: Student Committees.
- 333 The membership of the Liberation and Diversity Committee will be:
- a. President
  - b. Five Liberation Officers
  - c. International Students' Officers (EU & Non-EU)
  - d. Part-time and Mature Students' Officer
- 334 The core function of the Liberation and Diversity Committee will be to enable a safe environment within the Union. A full outline of the Committee's responsibilities can be found in Regulation 6: Student Committees.
- 335 The membership of the Postgraduate Committee will be:
- a. Vice President for Postgraduate Students
  - b. Postgraduate Faculty Representatives
  - c. Medical Faculty Representatives
  - d. Two Postgraduate Taught members
  - e. Two Postgraduate Research members
  - f. Vice President for Education, non-voting, as required
- 336 The Postgraduate Committee will support and review postgraduate representation, undertake research to enhance the experience of postgraduate students, and oversee all Policy, motions, and actions within the Union Postgraduate Zone. A full outline of the Committee's responsibilities can be found in Regulation 6: Student Committees.
- 337 The membership of the Societies Committee will be:
- a. Vice President for Societies
  - b. Eight elected members
- 338 The Societies Committee will aid development of existing societies, highlight new and exciting opportunities for students to engage in society activities both on and off campus. A full outline of the Committee's responsibilities can be found in Regulation 6: Student Committees.
- 339 The membership of the Sports Committee will be:
- a. Vice President for Sports
  - b. Eight elected members

- 340 The Sports Committee will aid development of existing clubs, highlight new and exciting opportunities for students to engage in sport both on and off campus. A full outline of the Committee's responsibilities can be found in Regulation 6: Student Committees.
- 341 The membership of the Welfare Committee will be:
- a. Vice President for Welfare and Campaigns
  - b. Eight elected members (two places reserved for Mental Health Awareness Representatives)
- 342 The Welfare Committee will support and review student wellbeing on campus and in the community, support the work of campaign leaders and evaluate the effectiveness of campaigns. A full outline of the Committee's responsibilities can be found in Regulation 6: Student Committees.

### **Conference Delegates**

- 343 Organisations that Warwick SU affiliates to may hold conferences that delegates can be sent to.
- 344 Affiliated organisations may set regulations for delegates to be appointed. Additional rules will be contained in the Union Regulations.
- 345 NUS Conference Delegates shall be elected during the academic year that the Conference is held.
- 346 Following attendance at a Conference all delegates shall submit a report to Student Council. The report will consist of a brief description of the conference, the major issues discussed, any significant elections (with results), as well as notes on Policies passed and any personal notes, where appropriate.

### **School and Faculty Representative Meetings**

- 347 Each Student-Staff Liaison Committee shall discuss teaching, learning, student support and the overall student experience with University staff.
- 348 Course Representatives shall be democratically elected from amongst members of that course to represent Student Members on each Student-Staff Liaison Committee.
- 349 The Chair and Secretary of each Student-Staff Liaison Committee shall be a Student Member.
- 350 Any student registered on a University course shall be able to form a Student-Staff Liaison Committee if one is not already present.
- 351 Each Student Staff Liaison Committee shall abide by the Code of Practice on the Student-Staff Liaison Committees.

- 352 There shall be at least one Faculty Committee to represent each Faculty, made up of postgraduate and undergraduate representatives. They will meet either jointly or separately.
- 353 The members of each Student Faculty Committee shall be comprised of:
- a. The relevant Chairs of each Student-Staff Liaison Committee within the Faculty.
  - b. The relevant Faculty Representatives who shall be the Chair of the Student Faculty Committee.
- 354 The Committee meeting will also be open to Postgraduate Committee and Education Committee members, relevant SU Officers and relevant SU staff members (in an advisory capacity).
- 355 The Student Faculty Committees shall:
- a. Meet at least once a term (or every 10 weeks), preferably prior to the relevant University Faculty Board meetings.
  - b. Discuss matters arising from Student-Staff Liaison Committees.
  - c. Discuss matters arising from University Faculty Board Meetings.
  - d. Discuss matters arising from Union Education and Postgraduate Committee meetings.
  - e. Raise awareness of the Union's and University's academic representation structures and support services.
  - f. Propose motions to Student Council and SU Referendum (including votes of no confidence in their Faculty Representative).
  - g. Temporarily appoint one of their own to attend a University Faculty Board meeting if the Faculty Representative is unable to attend.
  - h. Appoint one of their own to attend University Faculty Sub-Committee's if the Faculty Representative is unable to attend.
  - i. Keep minutes and send, once agreed by Committee Members, to the Academic Voice department.
- 356 All meetings of the Committee shall be communicated by the Chair to the Academic Voice Coordinator at least two weeks prior to the meeting.



## Bylaw 4

# Union Meetings

*Democracy is an essential part of the SU – and we put representing the opinions of our Members at the forefront of what we do. Union meetings like Student Council and All Student Vote are a vital platform where these views can be debated in a respectful environment. This Bylaw explains when and how these meetings take place.*

[Back to Contents](#)

The **President** and the **Vice President for Democracy and Development** shall be the officer with lead interpretation of this Bylaw except while a meeting is taking place where it shall be the Chair of that meeting.

- 401 There are three types of Union meetings:
- a. All Student Votes / Referenda – described in Article 15 of the Articles of Association.
  - b. Student Council – described in Article 16 of the Articles of Association.
  - c. Company Law Meetings – described in Article 17 of the Articles of Association.

### **All Student Votes / Referenda**

- 402 All Student Votes will be conducted in accordance with the All Student Vote timeline as laid out in Regulation 4: All Student Vote and shall be open only to Full Members of Warwick SU.



- 403 There shall be a minimum of three All Student Votes during an academic year on dates to be decided by the Vice President for Democracy and Development in conjunction with the Chair of Student Council.
- 404 Submission to an All Student Vote may be made by a petition of 1% of the Full Members of Warwick SU or by referral from Student Council normally on the recommendation of the relevant Student Committee.
- 405 The quorum for all motions at an All Student Vote shall be 2% of the Full Members of Warwick SU.
- 406 There will be a meeting for all Members to debate and discuss all business going to an All Student Vote which will be chaired by the Chair of Student Council. These meetings shall take place prior to voting opening in an All Student Vote and no business may proceed to an All Student Vote without being on the agenda and discussed at the corresponding Meeting. Policy submissions must meet the requirements discussed in [Bylaw 2 - Decision Making](#).
- 407 Voting in All Student Votes shall take place online, following the Meeting, for a minimum period of 48 hours.
- 408 The lead speaker for and lead speaker against each motion shall both be given the opportunity to produce written arguments for publication online, prior to the online vote. The Vice President for Democracy and Development will set the word limits for these motions.
- 409 Where possible speeches for and against each motion shall be recorded and shown online at the point of voting.
- 410 Campaigning, Campaign Expenses, the All Student Vote Debate and Objections Procedure are detailed in Regulation 4: All Student Vote.

### **Emergency All Student Vote**

- 411 An emergency All Student Vote will only be called if it deals with an issue which has arisen since the previous All Student Vote and there is good reason why the motion cannot be tabled in a subsequent All Student Vote.
- 412 An emergency All Student Vote can be called by the Board of Trustees and/or the Chair of Student Council at the request of the President or a petition of 1% of the Full Members.
- 413 The business for which the Emergency All Student Vote is being called must be clearly specified when the vote is taken.
- 414 The agenda for the corresponding Meeting shall be made available at least two working days before the meeting takes place and shall be limited to the business for which the Emergency All Student Vote is being called.
- 415 Otherwise Emergency All Student Votes will follow the procedures for All Student Votes.

## Student Council

- 416 The membership of Student Council will be the Full-Time Officers, the Chairs of each Student Committee, all the Liberation & Diversity Officers, the Ethics & Environment Officer and the Chair and Deputy Chair of Student Council.
- 417 Student Council meetings will take place a minimum of five times during an academic year on dates to be agreed by the Vice President for Democracy and Development and the Chair of Student Council. The Democracy Committee will act as the Steering Group for Student Council and All Student Votes.
- 418 The purpose of Student Council shall include:
- a. Handling co-options for Part-Time Officers and Student Committee positions when they have been left unfilled after an Election. This is detailed in [Bylaw 6: Elections](#) and Regulation 2: By-Elections and Co-Options.
  - b. Presentations on Union Finance and Union Strategy.
  - c. Approval of Associate Memberships to the Union, Sports Clubs, and Societies – detailed in [Bylaw 1: Membership](#).
  - d. Appointment of Honorary Life Members of the Union – detailed in [Bylaw 1: Membership](#).
  - e. Renewal, amendments and lapses of Union Policy – detailed in [Bylaw 2: Decision Making and Policy](#).
  - f. Amendments to Union Procedures and Principles, Union Policy, Union Bylaws, and Union Regulations.
  - g. Referral of business to All Student Votes.
  - h. Approval of the membership of the Elections Adjudications Panel.
  - i. Approval of Full-Time and Part-Time Officer Job Descriptions.
  - j. Submission of motions to affiliated organisations.
  - k. Removal of directly elected Student Committee Members.
  - l. Questions to Officers and Trustees.
  - m. Updates from Officers and Student Committees.
  - n. Receive recommendations from Student Committees on relevant motions.
  - o. Pass emergency motions (to be ratified at the subsequent All Student Vote).
  - p. Action the work of Officers within the confines of the Memorandum and Articles of Association, Bylaws, Union Regulations and Union Policy.
  - q. The approval of Union Trustees.
- 419 Super Council may also discuss the following. Its membership shall be the same as Student Council plus all student officers and Committee Members.
- a. The election of the Chair and Deputy Chair of Student Council.
  - b. Motions of no confidence in Union Officers and the Board of Trustees.
- 420 The quorum for Student Council meetings shall be 50% plus one of the voting members.

- 421 Any member of Student Council may freely and anonymously move any agenda item deemed 'for approval without discussion' at any point during the meeting.
- 422 In the case of Student Council voting on emergency policy in between All Student Votes, the meeting must be quorate and two thirds of votes, excluding abstentions, must vote in favour of the motion for it to be carried. This will become acting Union Policy to be ratified at the next All Student Vote.
- 423 Student Council may from time to time:
- a. Delegate any of its powers to a specified Officer, Student Committee, or Working Group.
  - b. Nominate representatives to serve on bodies outside Warwick SU, who shall be mandated to represent Warwick SU policy.
- 424 Outside of the undergraduate academic year, the powers of Student Council shall fall to the Officer Trustees. Any decision taken must be ratified at the first meeting of Student Council after the start of the next term.



## Bylaw 5

# Student Activities

*Enriching the lives of our Student Members is one of the SU's core goals – and we support our clubs, societies and associations in giving students opportunities to develop their interests and engage in exciting activities. This Bylaw explains how these groups are organised and led, as well as how they cooperate with the SU.*

[Back to Contents](#)

The **Vice President for Sports** and the **Vice President for Societies** shall be the officers with lead interpretation of this Bylaw.

### Membership of Clubs and Societies

- 501 Standard Membership is open to Full Members of Warwick SU provided that:
- a. They are Standard Members of the Sports or Societies Federation (unless the Sports or Societies Committee has exempted the Club or Society from this requirement).
  - b. They pay the Standard Membership Fee for the Club or Society.
  - c. They have not been banned through SU Disciplinary Procedures.
- 502 Associate Membership is open to Associate Members of Warwick SU, provided that:
- a. They are Associate Members of the Sports or Societies Federation.
  - b. They pay the Associate Membership Fee for the Club or Society (an amount greater than the standard membership fee).
  - c. Their membership is approved by the Club or Society's Executive Committee and by the Sports or Societies Committee.
  - d. They have not been banned through SU Disciplinary Procedures

- 503 Honorary Membership may be awarded to current or past members of a Club or Society by the Club or Society General Meeting and allows only for that member to attend that Club or Society's events.
- 504 It is the responsibility of the Club or Society Exec to ensure that those attending their events are Members of the Union.
- 505 All members of Clubs and Societies will be expected to uphold the policies, rules and values of Warwick SU while undertaking activities including equality legislation. They are subject to the disciplinary and complaints procedure of the Union.
- 506 For the avoidance of doubt recognised Clubs and Societies are affiliated to the SU and thus must follow its rules and governing documents. All equipment and assets purchased by a Club or Society with Societies or Sports Federation grants are the property of Warwick SU.

### **Club and Society Exec Members**

- 507 Exec Members of a Club, or Society are Standard Members of said Club or Society which have been elected in accordance with the Club or Society's Constitution.
- 508 Clubs and Societies must have a minimum of 3 Exec Members. This must include:
- a. A President/Chair (or equivalent)
  - b. A Treasurer (or equivalent)
  - c. A third elected position
- 509 Clubs and Societies must also ensure that their committees include an officer responsible for each of the following:
- a. Equality and Diversity
  - b. Safety
  - c. Secretary
  - d. Welfare
- 510 Executive Officers must attend training relevant to their role (as specified by the Vice President for Sports or Societies).

### **Democracy of Student Activities**

- 511 All Clubs and Societies will have:
- a. A written Constitution
  - b. Elections for all committee places
  - c. An Annual General Meeting of the Club or Society
  - d. A Memorandum of Understanding with the SU

## **Student Activities Guidance**

- 512 The Vice President for Societies and the Vice President for Sports shall be responsible for proposing Student Activities Guidance to Student Council each year for approval. It will be developed with input from the Sports and Societies Student Committees. This may be an online resource and will outline procedures to be followed for the following academic year on the following areas:
- a. A template Constitution for Clubs and Societies and the means to change the Constitution.
  - b. Process and criteria for recognising and de-recognising Clubs and Societies.
  - c. Detailed information about the Financial Responsibilities of Clubs and Societies.
  - d. A guide to running Club and Society Elections and other democratic processes.
  - e. Guidance on student activity finances.
  - f. Guidelines of why a Club or Society might be exempted from Sports and Societies Federations.
  - g. Any other such information as they believe useful for running student activities.

## **Sports and Societies Federations**

- 513 The Sports and Societies Federations are the collective bodies with oversight of Clubs and Societies respectively, encouraging cooperation between them.
- 514 The Vice President for Sports and Vice President for Societies are the Chair of the Sports and Societies Federations and the Sports and Societies Councils respectively.
- 515 The Sports Federation abides by the Memorandum of Understanding between the SU and the University in relation to Warwick Sport, as agreed by the SU Board of Trustees.

## **Sports and Societies Councils**

- 516 The Sports Forum and Societies Council may make recommendations and hold their relevant Sports or Society Student Committees to account.
- 517 All recognised Clubs and Societies must send at least two representatives to each meeting of the Sports Forum or Societies Council. Clubs and Societies that fail to do so without satisfactory apologies may be fined by the Sports or Societies Student Committee.
- 518 Meetings of the Sports Forum and Societies Council are held once every term and at any other time as decided by the Vice President for Sports or Societies.
- 519 At least 7 days' notice of Sports Forum or Societies Council meetings will be sent to all Clubs or Societies Exec members and members of the Sports or Societies Student Committees, including an agenda.

## Student Media Societies

- 520 Recognised Societies with the primary aims of producing television, radio, newspaper or similar media are editorially independent of the SU.
- 521 The SU and Media Societies will adhere to the prevailing Memorandum of Understanding, reviewed annually by both parties to ensure their independence and management.
- 522 Student Media Societies will also adhere to the prevailing Memorandum of Understanding, reviewed annually by both parties to ensure their independence and management, noting that their provisions may be different to other Clubs and Societies.

## Nightline

- 523 Nightline is a recognised Society of Warwick SU.
- 524 The Welfare Committee is responsible for all decisions relating to Nightline that would usually be taken by the Societies Committee. The Societies Committee will be informed of these decisions.
- 525 All members of Nightline have the right to anonymity.
- 526 Nightline may be exempted from any restriction imposed by this Bylaw that would damage the quality or safe delivery of its service as decided by the Welfare Committee. However, for the avoidance of doubt, the activities of Nightline remain under the authority and control of the Trustee Board of Warwick SU.

## Associations

- 527 Associations will be treated as society structures with the following difference:
- a. Financially they will be allocated a pot of funding from the SU to deliver events, activities and other campaigns relating to its work
  - b. That the relevant part-time officers shall be *ex officio* members of the exec.
  - c. The relevant part-time officer and other officers if required will consult the relevant Association on any activity or matters arising relating to its own field.
- 528 Associations will be trained by a member of the Governance and Influence Team (or equivalent).
- 529 The composition of the Exec committee will include at least 4 positions that are elected.
- 530 The elections of the Association will be treated similar to clubs and societies.



## Bylaw 6

# Elections

*We're led by elected student representatives, so it's essential our elections are free, fair, and transparent. This Bylaw outlines who's responsible for managing these elections, how they're set up, where people can vote, and what happens when there are complaints.*

[Back to Contents](#)

The **Returning Officer** shall lead interpretation of this Bylaw except when one is not in position when it shall be the **Vice President for Democracy and Development**.

- 600 A Returning Officer will be appointed annually and ratified by the Board of Trustees. The Returning Officer's decision is final.
- 601 One or more Deputy Returning Officers may also be appointed and approved by the Board of Trustees. A Deputy Returning Officer may fulfil any of the responsibilities of the Returning Officer as required.
- 602 Responsibility for all decision making on candidate complaints and regulatory questions rests with the Returning Officer who may consult with the Deputy Returning Officer/s and SU staff as they require.
- 603 The responsibility of the delivery of SU elections rests with the Returning Officer with the support of the Vice President for Democracy and Development, SU staff and the Democracy Committee.
- 604 In the event that the Vice President for Democracy and Development is a candidate or has declared a conflict-of-interest that would make them unable to deliver their duties, Student Council will appoint an appropriate replacement. An appropriate replacement would ideally be a Full-Time Officer with no conflict of interest. The Vice President for Democracy and Development should declare the possibility of them being unable to fulfil their duties at the start of each term where an election is held.



- 605 The Vice President for Democracy and Development will give notice of an election period at least seven days before the opening of nominations and follow the public timings for both the Autumn and Spring Elections.
- 606 The Vice President for Democracy and Development may appoint Democracy Assistants to help the promotion of SU elections, when deemed necessary. No Democracy Assistant may be a candidate or a part of a candidate's campaign team. All Democracy Assistants must agree to an Impartiality and Confidentiality Agreement.
- 607 In the event that it is judged by a complainant that the decision of a Returning Officer was not taken in accordance with the elections regulations, that complainant is to have a Right to Appeal against that decision.
- 608 The Returning Officer shall deal with any complaints made by residents of halls or the local community in relation to the conduct of candidates during canvassing or campaigning.

### **Eligibility and Nomination**

- 609 The Returning Officer shall publicise rules for nomination and eligibility for each position determined each year and must include the following:
- a. a person will only be eligible to stand for a position if they meet the criteria to hold the position at the time of nominations and, with the exception of Full-Time Officers, for the duration of their potential year in office.
  - b. An individual may not hold more than one position on the Student Council or more than one SU Officer position.
- 610 Candidates will be responsible for familiarizing themselves with and following the Elections rules.

### **Voting in Elections**

- 611 Voting in all SU wide Elections will take place through whichever process the Returning Officer believes will reach the most students and will be the most secure and reflects good governance for the Union.
- 612 The ballot will include the name of the relevant positions, followed by: The name of all candidates including Re Open Nominations (R.O.N) who shall be considered a candidate. All SU Elections will be conducted by the Single Transferable Vote (STV) and the Returning Officer will publicise the method of voting in advance.
- 613 Full Members of the SU will have one vote in each election for which they are entitled to vote and voting will be by secret ballot.
- 614 The Returning Officer may facilitate postal or proxy votes at their discretion.

## The Count

- 615 The running of the count will be at the discretion of the Returning Officer and will be held as soon as practically possible after the close of voting.
- 616 Admission to and participation in the count will be at the discretion of the Returning Officer.
- 617 The Returning Officer will rule on the eligibility of votes. A vote of abstention will be treated as an invalid vote for the purpose of the count. If a ballot form lists a first preference of No Further Preference that will be considered a vote of abstention for that election.
- 618 After the provisional results have been announced and before the objections deadline, any candidate may ask for and observe a recount of any election.
- 619 If an election is declared null and void, or the position was unfilled, for any reason, vacancies will be filled either by a By-Election or by Co-Option, covered in Regulation 2: By-Elections and Co-Options. Any student or staff member of Warwick SU may submit an election complaint if they believe that any of Warwick SU's election regulations or Bylaws have been broken.

## Elections Complaints

- 620 Any election complaint and/or requests for interpretation of any election rules or Bylaws on the conduct of campaigning or the elections process must be made in writing to the Student Voice Team, who will reach a decision with consultation from the Vice President for Democracy and Development and designated Returning Officer within 48 hours of receipt.
- 621 Any candidate affected by an election complaint will receive timely notice of the decision taken on any submitted complaint.
- 622 The final deadline that election complaints will be accepted will be 7 days after the close of voting, at 12pm.
- 623 The Student Voice Team and Returning Officer have the ability to:
- a. reject election complaints if they are deemed to be frivolous or not concerning a breach of the Elections Rules and Regulations.
  - b. refer election complaints to relevant Warwick SU or University of Warwick disciplinary processes if relevant.
- 624 If a candidate is found to have breached the Election Rules and Regulations, the Returning Officer has the power to issue sanctions after consultation with the Adjudication Panel.
- 625 The Student Voice Team and Returning Officer shall deal with any election complaints made by residents of halls or the local community in relation to the conduct of candidates during canvassing or campaigning.
- 626 Any candidate may appeal the decision taken by the Returning Officer.

- 627 This election appeal must be submitted within 24 hours of the Returning Officer issuing their original decision to the candidates involved.
- 628 The appeal must state on which of the following grounds it is sought.
- 629 The candidate believes there were procedural irregularities.
- 630 The candidate believes that the outcome was wholly unreasonable.
- 631 The candidate has possession of evidence that was not provided in the original process due to reasons deemed valid by the Returning Officer or Student Voice Team.
- 632 An appeal must contain statements concerning which post the candidate was running for, the candidate's role within the original compliant, the nature of the decision to be appealed, and the outcome that is sought by the candidate.



## Bylaw 7

# Trustee Board

*The Trustee Board is at the centre of running the Union, works toward its goals as a charity in representing and supporting its Student Members. This Bylaw outlines when the Board meets, as well as its duties and responsibilities.*

[Back to Contents](#)

See also: Articles of Association: Articles 40 to 57

The **President** shall be the officer with lead interpretation of this Bylaw as Chair of the Trustee Board.

### **Trustees Powers and Responsibilities**

701 Trustees Powers and Responsibilities are in accordance with the Articles of Association. They may delegate their Trustees' power in accordance with Article 40- 43 but otherwise the Articles explain how decisions will be made.

### **Trustee Committees**

- 702 The Trustees shall establish the following committees (which is a non-exhaustive list) in accordance with their powers:
- a. Governance and Appointments Committee
    - i. To ensure that the Board has effective systems for the appointment and training of Trustees. To ensure that the membership of the Trustee Board is appropriate, and that the skills composition of the Board reflects the prevailing strategic requirements. To oversee processes for review of governance effectiveness, by laws, governing documents reviews. To oversee complaints processes, hear appeals for trustee code of conduct issues.
  - b. Audit and Risk Committee

- i. To ensure that Warwick SU has a comprehensive system and policy of analysing, managing, and reviewing risk. To ensure that the organisation has an adequate and effective framework for effective audit coverage ensuring legal and regulatory compliance in all its activities.

c. People and Remuneration Committee

- i. To ensure that the organisation has effective, efficient and legally compliant personnel policy and procedures. To monitor the people strategy and support the organisation in achieving its people vision – to achieve excellence in attracting, retaining, valuing, and developing our Member-focused staff teams. To achieve excellence in a collaborative, effective and healthy workplace which thrives on inclusion and the diversity of its talented teams.

703 Any committee set up as the above shall be chaired by a member of the Board of Trustees and the board will approve any delegation of authority to members of the Board of Trustees.

### **Emergency Meetings**

704 In the event of emergency business the Chair may call an Extraordinary meeting of the Board. Four Trustees may, and the Chief Executive at the request of four Trustees shall, call a meeting of the Board of Trustees. Notice of every meeting of the Trustees stating business to be considered at such meetings shall be sent by post or by electronic communication to each Trustee at least seven clear days before such meetings, unless urgent circumstances require shorter notice. The proceedings of any meeting shall not be invalidated by any minor irregularity in respect of such notice or by reason of any business being considered which is not specified in such general particulars.

705 Discussion relating to staff or individuals, matters of a financially or commercially sensitive nature will be taken in Closed Session.

### **Minutes and transparency**

706 The Company Secretary shall delegate to an Administrative Officer the recording of proceedings and resolutions of all meetings of the Board, including recording the names of those present and in attendance.

707 Minutes of the Board of Trustees meetings shall be circulated promptly to all members of the Board.

708 Minutes of Board of Trustee meetings shall be made available to all Members of the Students' Union (excluding Closed Session Minutes). These can be found on the [Warwick SU website](#).

## **Policies and Expenses**

- 709 Warwick SU Board of Trustees shall, as appropriate, establish, review, amend, approve, or note, key organisational policies, as follows:
- a. Selection to and removal from the Board of Trustees
  - b. Conflict of Interest Policy
  - c. Trustee Code of Conduct
  - d. Employment Policy
  - e. Expenses Policy
  - f. Health and Safety Policy
  - g. Environment Policy
  - h. Equal Opportunities Policy
  - i. Complaints Policy
  - j. Reserves and Investment Policy
  - k. Whistleblowing Policy
  - l. Risk Management Policy
  - m. Members Code of Conduct
  - n. Other policies as they see necessary for the administration of the organization.
- 710 The Trustees will be paid all reasonable travelling, hotel and other general expenses properly incurred by them in connection with their attendance at meetings of Trustees or Committees of Trustees or Meetings of the Union or otherwise in connection with the discharge of their duties, upon production of receipts. Expenses must be approved prior to them being incurred. These will be dealt with in accordance with the prevailing policy on Trustees Expenses.



## Bylaw 8

# Equality and Diversity

*The Union exists to support its Student Members and protect their wellbeing. Part of this is recognising and valuing the diversity of our Members and taking active measures to tackle discrimination. This Bylaw explains the SU's approach to this – how we define these issues and the proactive steps we take to handle them.*

[Back to Contents](#)

### Introduction

- 801 Discrimination of any nature is unacceptable and will not be tolerated by the Students' Union. Furthermore, the SU strives to create a positive and welcoming atmosphere for its staff, students, and visitors, as well as ensuring they are treated fairly at all times.
- 802 The SU aims to:
- a. Encourage a community in which all individuals may contribute without fear of discriminatory or unfair attitudes or practices.
  - b. Actively promote an environment free from intimidation or victimisation on any grounds including, but not limited to; gender, age, race, ethnic origin, sexual orientation, disability, religious belief, political belief, pregnancy and maternity, marriage or civil partnership, perceived academic ability, appearance, social status, spent criminal convictions, HIV status or gender reassignment.
  - c. Adopt the following definition of antisemitism, as outlined by the International Holocaust Remembrance Alliance:  
  
*“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish*

*or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”*

- d. Adopt the following definition of islamophobia as outlined by the All-Party Parliamentary Group on British Muslims:

*"Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness."*

- e. Create an atmosphere of respect for the diversity of the student membership.  
f. Set out a Code of Conduct for the SU that all Members, every Union Club and Society, and the SU as a whole should abide by.  
g. To communicate to all Members, volunteers, staff and visitors, that it is our mutual responsibility to comply with anti-discrimination, anti-bullying or anti-harassment legislation and that both Warwick SU and the individual can be held liable if they contravene the law  
h. To challenge behaviour and change practice that directly or indirectly results in discrimination  
i. Be a Union which does not treat all its users identically, but instead one that respects and takes pride in the diversity of its Members and one that resolves to treat each individual and group fairly and equitably.

803 The principles behind this Bylaw are to:

- a. Ensure that the SU is proactive in matters relating to equality of opportunity and demonstrate that the organisation values diversity.  
b. Set detailed, practical, and realistic procedures, set down unambiguous guidelines for behaviour and set sanctions for those that fail to comply with the procedures and guidelines in place.

804 Membership of the SU requires commitment to Equality and Diversity and Members of the SU are bound by the policies and regulations of the organisation. As such, it is the personal responsibility of each of the SU's staff, student groups and Members to uphold and comply with this Bylaw. Failure to do so may result in disciplinary action as described in [Bylaw 9: Disciplinary](#).

805 The Vice President for Welfare and Campaigns will be responsible for being the primary representative and spokesperson for Equality and Diversity within Warwick SU and for interpreting the Equality and Diversity Bylaw. If at any time this is deemed inappropriate, the President will have the final power of interpretation, as outlined in the Memorandum and Articles of Association.

806 It is the duty of all Members of the SU and SU staff to implement this Bylaw, and the SU should regularly evaluate its effectiveness.

807 Nothing in this Bylaw is intended to, or shall be interpreted in any way which would, curtail the rights and freedoms of individuals as laid down by law.

## **Dealing with Complaints**



- 808 The process for dealing with complaints related to Equality and Diversity is as follows:
- a. An individual may seek confidential advice at any time from an SU Officer or the Advice Centre. This may lead to an informal resolution.
  - b. In the interests of impartiality and fairness, every effort will be made to carefully establish the facts of the case before any recommendation will be made.
  - c. Alternatively, a formal complaint can be lodged by completing the [complaints form](#) on the Warwick SU website and this will be investigated in line with the SU complaints policy and procedure.
- 809 In the instance of a complaint regarding Equality and Diversity being made about the Vice President for Welfare and Campaigns, the Vice President for Welfare and Campaigns will pass all responsibility for Equality and Diversity implementation to the President until the complaint is fully dealt with.

### **Debate and Discussion**

- 810 The SU is committed to providing an inclusive and supportive space for all students. The SU recognises that discrimination can occur whenever it is not consciously challenged. Event organisers or meeting conveners are responsible for upholding equality and diversity policies and will aim to ensure a balance of opinions at any SU event. Freedom of speech is important, yet intention to incite hatred is never acceptable. Any person in an SU space or attending an SU event is accountable for their own language and behaviour.
- 811 If behaviour occurs that is not in accordance with this policy, the Chair of the meeting, elected representative or student group president may immediately act upon a complaint in a number of ways:
- a. Reiterate to speakers and those in attendance the principles of the Equality and Diversity policy and issue them with a warning that they can be asked to leave an event.
  - b. Ask any student or speaker complained about to leave.
  - c. Work with any security put in place to remove speakers/attendees.
  - d. Make the Vice President for Welfare and Campaigns aware of any incident that has violated this Bylaw.
- 812 If a student attending the event wishes to make a formal complaint they can do so using the [complaints procedure](#) available on the Warwick SU website.

### **Bullying by Members**

- 813 The definition of bullying for the purposes of this Bylaw is “persistent, offensive, abusive, intimidating, malicious or insulting behaviour, abuse of power or unfair penal sanctions, which make the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress”. Clear definitions of whether a given action constitutes bullying will be available from the Vice President for Welfare and Campaigns or President.

- 814 In order to address the issue of bullying, the SU aims to:
- a. Provide clear guidelines on bullying so that individuals feel sufficiently confident to raise any problems they experience.
  - b. Provide effective procedures for dealing with the perpetrators of bullying.
- 815 Bullying generally consists of a pattern of behaviour or incidents on more than one occasion. It can be perpetrated by one individual or a group; equally the victim may be one individual or a group. Examples of bullying shall include but not be limited to:
- a. Shouting at, ridiculing or demeaning someone, particularly in front of others or by written forms such as email or via a social network.
  - b. Isolating an individual or preventing others from communicating with the individual.
  - c. Exclusion from activities, such as social gatherings.
  - d. Creating an atmosphere of fear and intimidation by setting rules of behaviour that prevents individuals from seeking advice or support from others.
  - e. Applying this Bylaw unfairly and not within the spirit of the Bylaw
  - f. Misuse of power or position
  - g. Deliberately undermining a competent individual e.g., with constant criticism or by making threats.
  - h. Making detrimental comments about an individual's personal qualities without substantive or quantifiable evidence of poor performance.
  - i. Setting unreasonable targets or deadlines.
  - j. Deliberately attempting to discredit an individual.
  - k. Unfairly blocking opportunities for personal development
  - l. Spreading malicious rumours or gossip.
  - m. Constant picking up on trivialities with regards to a person's character or performance.
- 816 The SU will not tolerate bullying and therefore complaints made will be treated seriously, confidentially and with sensitivity. Any complaints by Members with regard to bullying on SU premises or in SU Clubs or Societies can be registered using the ['Complaints'](#) page on the Warwick SU website. If the complaint is about a member of staff, the Staff/Student Protocol will be followed.
- 817 Making false, vexatious, or malicious complaints of bullying will be regarded as misconduct and will result in a formal investigation. If proven, this will result in disciplinary action in accordance with [Bylaw 9: Disciplinary](#).

### **Club and Society Responsibilities**

- 818 The SU requires all Union Clubs and Societies to abide by this section specifically, as well as any other section of this Bylaw that relates to one of their projects e.g., entertainments or publicity. Membership of a Club or Society will be taken to imply an understanding of their commitment and acceptance of this Bylaw.
- 819 SU Clubs and Societies will implement the aims of this section by following this non-exhaustive list of points:

- a. SU Clubs and Societies should acknowledge their responsibilities regarding equality and diversity extend beyond their members, to the membership.
- b. All Clubs and Societies will provide a welcoming atmosphere of inclusivity for all members and potential members.

820 The responsibilities of SU Club and Society Executive Committees concerning Equality and Diversity shall include the following:

- a. Ensuring that they have an Executive Officer responsible for Equality and Diversity.
- b. This Executive Officer will be responsible for advising the rest of the of the Executive Committee on Equality and Diversity matters.
- c. This Executive Officer along with the Vice President for Welfare and Campaigns and the Vice Presidents for Sports/Societies will act as a point of call for any internal Equality and Diversity related matters.
- d. The Club or Society President (or equivalent) will be responsible for attending Equality and Diversity training.
- e. The Club or Society President (or equivalent) will be responsible for ensuring that any Exec Member with responsibility for publicity activity attends Equality and Diversity training.
- f. The Club or Society President (or equivalent) will be responsible for actively encouraging and maintaining participation from a diverse membership.
- g. Where the Club or Society has supplementary activities, such as social or promotional activities, the Executive Committee must ensure that there is a range of activities that appeal to the diverse SU membership and do not explicitly exclude SU Members.
- h. Ensuring that all core activities outlined in their constitution are accessible to all SU Members, so far as the nature of the activity allows.
- i. The Club or Society President (or equivalent) will be responsible for advising the rest of the of the Executive Committee on Equality and Diversity matters. The Club or Society President (or equivalent) along with the Vice President for Welfare and Campaigns, the Vice President for Sports and the Vice President for Societies will act as a point of call for any internal Equality and Diversity related matters.

821 If there is a concern regarding individual members of a Club or Society, then this can be taken up informally with the Club or Society President. If the complainant feels that a sanction is warranted, then they should register the complaint via the '[Complaints](#)' page on the Warwick SU website.

822 If there is a complaint regarding the Equality and Diversity practices of any Club or Society, then it can be be reported to the Vice President for Welfare and Campaigns, who will investigate and attempt to achieve an informal resolution. Alternatively, a complaint can be submitted via the '[Complaints](#)' page on the Warwick SU website and it will be investigated under the complaints procedure. If the investigation concludes that the Club or Society has shown insufficient commitment to, or disregard for, this Bylaw, then they can be sanctioned in the following ways:

- a. Fine or warning
- b. Withdrawal of all publicity and advertising
- c. Suspension of financial accounts or use of SU facilities

- d. Suspension or closure
- e. Any other sanction outlined in [Bylaw 9: Disciplinary](#) and Regulation 10: Code of Conduct and Disciplinary Procedures.

## Elections

- 823 Warwick SU aims to ensure that SU elections and related practices:
- a. Abide by the main requirements of this Bylaw.
  - b. Treat every candidate equally within all parts of the election process.
- 824 The Vice President for Democracy and Development and the Vice President for Welfare and Campaigns will be responsible for ensuring Equality and Diversity within the elections process. The Vice President for Welfare and Campaigns will also work with the the Vice President for Democracy and Development to improve participation in standing for or voting in elections where necessary, to ensure that Members from all areas of the student body are encouraged to participate.
- 825 If a candidate is believed to have broken this Bylaw within any aspect of the election process, a complaint should be submitted to the Elections Adjudication Panel who will deal with it as per the [Bylaw 6: Elections](#).

## Entertainments

- 826 In its entertainment provision the SU aims to:
- a. Provide a welcoming atmosphere without fear of harassment to any members of the student body at SU events.
  - b. Contract artists who are obliged not to be racist, sexist, ableist, homophobic or transphobic
  - c. Minimise occasions of racist, sexist ableist, homophobic and transphobic language at SU events.
- 827 The SU, and all of its Clubs and Societies which organise events, must be fully satisfied with an agency's Equality and Diversity policy before contracting any artist on that agency's books. If an artist under contract is deemed to be racist, sexist, ableist, homophobic or transphobic that artist should not be re-engaged and the agency from which the artist was obtained should be reviewed.
- 828 There will be no stipulations that would deny certain groups of students access based on arbitrary distinctions.
- 829 As far as possible, songs that contain racist, sexist, ableist, homophobic or transphobic language should not be played in SU premises. Upon receiving a complaint from Members of the SU, the Vice President for Welfare and Campaigns shall maintain a list of songs that contravene this aim using the following procedure:

- a. Additions to or removals from this list can be made at any time by agreement of the Vice President for Welfare and Campaigns and the President, or by resolution by Student Council.
- b. All changes by the Full-Time Officers must be reported and ratified at the next meeting of Student Council.
- c. It is the responsibility of all people playing music on behalf of the SU to observe this list in addition to following their best judgement in avoiding songs that contain racist, sexist, ableist, homophobic or transphobic language.

## **Harassment by Members**

- 830 The definition of harassment for the purposes of this Bylaw is “unwanted conduct based on gender, age race, ethnic origin, sexual orientation, disability, religious belief, political belief, perceived academic ability, appearance, social status, spent criminal convictions, HIV status or gender reassignment which affects the dignity of of the individuals or groups. This can include unwelcome physical or non-verbal contact.” Whether an act constitutes harassment depends on how it is regarded by the recipient rather than the motive or intention of the alleged perpetrator.
- 831 In order to address the issue of harassment, the following list gives examples of unacceptable behaviour that the SU would classify as harassment:

### **Physical contact including:**

- a. Unwanted touching, patting, or pinching
- b. Brushing up against someone in a suggestive manner
- c. Serious assault
- d. Threats of physical violence
- e. Unwelcome sexual advances
- f. Threatened or actual sexual violence
- g. Lewd acts

### **Verbal conduct including:**

- h. Unwelcome propositions
- i. Insults
- j. Lewd comments
- k. Abusive language
- l. Offensive jokes
- m. Derogatory terms or jokes
- n. Promoting the superiority of one form of relationship over another

### **Non-verbal conduct including:**

- o. Display of pornographic or offensive materials, pictures, or posters

- p. Offensive graffiti
- q. Offensive emails, memos, or posts on social media
- r. Promoting the superiority of one form of relationship over another

**Unacceptable conduct including:**

- s. Blackmail
- t. Bribery
- u. Coercion
- v. Pressure for sexual favours
- w. Pressure to join particular political or religious groups
- x. Where the behaviour may include one or many of the above examples and this is not exhaustive.

- 832 The SU will not tolerate harassment and therefore any complaints will be treated seriously, confidentially and with sensitivity. Any complaints with regard to harassment will be investigated in line with the Complaints Procedure; details to be found on the Warwick SU website's '[Complaints](#)' page.
- 833 Making false or malicious complaints of harassment will be regarded as gross misconduct. If proven, this will result in disciplinary action.

**Publications and Publicity**

- 834 The SU aims to ensure that all those who produce publications or publicity should be aware of, and comply with, this Bylaw, and that all publicity and student media should reflect the diversity of the SU's membership. This applies to the SU's publications, all publications from the SU's committees, Clubs and Societies and publicity from other SU groups.
- 835 It is the responsibility of anyone producing publicity and any editor of a publication to ensure that all articles and publicity abide by this Bylaw. If unsure about any individual issue, queries can be directed to the Vice President for Welfare and Campaigns.
- 836 The SU will not tolerate publicity or publications associated with the SU breaching this Bylaw and therefore all complaints will be treated seriously, confidentially and with sensitivity. Any complaints made with regard to publicity or publications can be lodged using the [complaints procedure](#) available on the Warwick SU website.

## SU Access

- 837 The SU aims to enable all students, staff, and visitors to access the facilities on the premises and wherever possible be of practical assistance. The services of the SU should cater for students, staff, and visitors with disabilities wherever possible and be in line with the law. The aim should be reflected in managerial decision making and staff training.
- 838 On the issue of SU access, the responsibilities of the SU are to:
- a. Review the accessibility of its buildings and seek to make its buildings and equipment suitable for all users, where necessary and practical.
  - b. Fully account for accessibility issues when building and alterations works are proposed, both in the SU and within the University (via Student Representatives in the University's governance structures)
  - c. Ensure that the structure and services of the SU are as accessible as possible to all (via the Vice President for Welfare and Campaigns liaising with relevant staff and Officers).
  - d. Ensure that if the SU building or the facilities that the SU offers are at any time restricted or inaccessible, then the issue should be addressed by SUHQ Reception during the day and by the Duty Manager in the evenings. An immediate short-term solution should be implemented if possible, and the Vice President for Welfare and Campaigns should be informed to find a long-term solution.
  - e. Any complaints about building access should be directed to the Vice President for Welfare and Campaigns, where they will be dealt with as soon as possible.
  - f. Do anything else deemed to be appropriate and relevant by a recognised SU body.



## Bylaw 9

# Disciplinary

*The Union takes the safety of its Student Members seriously, so it's essential we have a plan to handle dangerous, unacceptable, or inappropriate behaviour quickly, fairly and effectively. This Bylaw outlines the principles the Union follows in its disciplinary procedures – as well as our policy surrounding suspension.*

[Back to Contents](#)

See also:

- Regulation 10: Code of Conduct and Disciplinary Procedures

The **President** shall be the officer with lead interpretation of this Bylaw (except in cases where the President has a conflict of interest).

### Principles and responsibilities

- 901 This Bylaw and its Appendices set out the procedures to be followed in the case of disciplinary action or investigation being required in respect of any Member of the Union, which includes the Elected Officers, Clubs, Societies and Student Media Societies.
- 902 The Trustee Board shall keep updated a set of disciplinary procedures that shall be made available online. They shall include:
- a. Members Code of Conduct
  - b. Trustee Code of Conduct
  - c. Disciplinary Procedure for Members, Clubs and Societies
  - d. Disciplinary Procedure relating to Licensed Areas
  - e. Officer Objectives Form and Officer Development Plan Form
  - f. Disciplinary Procedures relating to Elected Officers including Full-Time Officers
  - g. Any other procedures as they feel necessary



- 903 It is the responsibility of all Members to familiarise themselves with the Union's Code of Conduct which shall be published online.
- 904 It is the responsibility of all Officers and Trustees to also maintain reasonable standards of behaviour, performance and attendance in carrying out their duties and responsibilities. Trustees are also required to abide by the Trustees' Code of Conduct – see Regulation 10: Code of Conduct and Disciplinary Regulations.
- 905 The Union's disciplinary procedures consist of a clear set of rules that are easy to understand and that promote fairness and consistency of treatment, that comply with the law where relevant and comply with the Memorandum and Articles of Association of the Union as well as other relevant Bylaws.

### **Policy Principles**

- 906 In any cases where a disciplinary hearing will take place, a Member, an Officer or Trustee will be given the opportunity to state their case during the Disciplinary Hearing and before the Disciplinary Panel's decision is made.
- 907 Evidence will be provided before any hearing, as far as is reasonably practical.
- 908 No disciplinary action will be taken against a Member, Officer or Trustee until an investigation has been carried out.
- 909 Officers may be subject to Precautionary suspension while an investigation is taking place, depending on the circumstances. During a period of Precautionary suspension an Elected Officer may not act on behalf of the Union. Precautionary suspension is not disciplinary action.
- 910 Some of the rights and benefits of Members may be suspended while an investigation is taking place (but not the right to receive notice of, attend, speak at or vote at a Company Law Meeting). Precautionary suspension of these rights is not disciplinary action.
- 911 There will be a right of appeal in any disciplinary process.
- 912 In cases which involve the President, references to the President's involvement in the process should be read as the Vice President. In cases which involve the President as the Chair of the Board of Trustees, references to their involvement should be read as the Vice Chair of the Board.

### **Record Keeping**

- 913 The Union shall ensure that notes are taken of all interviews or meetings at any stage in the investigation and disciplinary process. It is not required that these are verbatim notes. All parties to the procedure may have access to these should they require them once they are available.

- 914 Preparatory notes are the property of the individual who made them and will be confidentially destroyed once the procedure has been concluded. These are not included in the right of access.
- 915 Evidence to be used in the decision making process should be made available to all parties prior to any decision being taken. Evidence to be referred to in any hearing will be made available at least 48 hours before the hearing, wherever practicable.
- 916 Records should be held in a secure place and final records will be held by the Governance and Leadership Support department, in accordance with the law.

### **Confidentiality**

- 917 At all times during the investigations, confidentiality and discretion must be maintained by all those involved. Any breach of confidentiality will be investigated as a disciplinary matter in itself.
- 918 The Union reserves the right to break confidentiality if it is under a legal obligation to do so, or if the incident being investigated indicates evidence of potential criminal activity or harm to an individual. If there is a need to break confidentiality, this will be approved by the President or their representative.
- 919 In accordance with the prevailing data sharing agreement between the Students' Union and the University, the Students' Union and University may share information regarding precautionary suspension, investigation and/or disciplinary action where the welfare of students is at risk by not doing so. Further details can be found in the Students' Union's privacy statement on the website.
- 920 It may be appropriate, following any disciplinary action, to communicate the outcome. In all cases, advice should be taken from the Human Resources Director and/or the Chief Executive on how actions should be communicated, if at all and in consultation with the President and/or the Chair of the Board of Trustees. Sensitivity and the rights of an individual must be paramount in determining whether this is appropriate.

### **Precautionary Suspension**

- 921 In exceptional circumstances the option of precautionary suspension will be considered. This may be where a Member's conduct may pose a risk to other students or staff; where a Member's continued access to Union facilities may interfere with the investigation of an offence; or where the Member themselves may be put at risk; or at the recommendation of a risk assessment process within the University Disciplinary Process (where this is the case the recommendation shall amount to the evidence required). This suspension is not a sanction and is used to protect the interests of the University community or a particular Member or Members of the Union.

- 922 The decision to suspend will be made at the President's (or their nominated deputy's) discretion. The terms and level (full or partial) of a suspension will be decided after considering the particular circumstances.
- 923 Full suspension means total restriction on attendance at Union premises, access to Union facilities or services, participation in Union Club and/or Society activities and participation in any Union meetings (except a Members right to receive notice of, attend, speak and vote at a Company Law Meeting cannot be suspended). It may also include a requirement that the Member have no contact, of any kind, with a named person or persons.
- 924 Partial suspension involves selective restriction on attendance at Union premises, access to Union facilities or services, participation in Union Club and/or Society activities and participation in Union meetings (except a Member's right to receive notice of, attend, speak and vote at a Company Law Meeting cannot be suspended). It may also include a requirement that the Member have no contact, of any kind, with a named person or persons.
- 925 The reasons for the suspension will be put in writing and will be in place pending the conclusion of any action under these Bylaws and/or any criminal proceedings or following the conclusion of a periodic review.
- 926 The suspension will be subject to periodic review, at least on a bi-monthly basis and the Member will be informed of the outcome of the review. The Member may request a review of the suspension if there is a relevant change in their circumstances. The request should be made in writing to the President (or their nominated deputy) who will respond within five working days.
- 927 For the avoidance of doubt the Union may recommend that an issue is referred to the University disciplinary processes.
- 928 The Union's disciplinary process will apply proportionate rigour within its resources to investigate unacceptable behaviour or conduct. The Students' Union does not have access to the same investigatory powers as the criminal justice system.
- 929 A Member may have chosen to report the matter to the police and given the sanctions and processes available through this route, may choose not to make use of the Students' Union's disciplinary process. However, should the alleged victim raise the matter with the Union, any decisions made will be based on the "balance of probability" rather than the "beyond reasonable doubt" principle.
- 930 The fact that criminal proceedings have been instituted or concluded does not preclude the Students' Union from taking its own disciplinary action if it is believed necessary or appropriate to do so. In addition, the fact that the Police are unable or unwilling to proceed does not preclude the Union from taking its own disciplinary action.

- 931 The Students' Union may, at its discretion, request consent to access University disciplinary investigation material in order to undertake its own assessment of the situation where it is in the best interests of all parties to do so. Consent must be obtained from the data subject or subjects involved prior to the request.
- 932 Where the Member is also an employee of the Students' Union or any of its subsidiaries, the investigating officer should inform the Director of HR for consideration as to whether any further action is required.

### **Temporary Suspension**

- 933 Should the President (or equivalent) and nominated Exec Member responsible for welfare of any club or society receive a complaint about a member regarding a serious breach of the Code of Conduct where their presence at future club/society activities poses a risk to the reporting party, or any other individual, then they may suspend that member for a two week period from all club or society activity, should they be in agreement.
- 934 The decision to suspend the member from club/society activities can not be taken if it is not the wish of the reporting party.
- 935 When informing the member that they are suspended they must send this correspondence via email using an approved and supplied template. When sending this email the Vice President for Sports should be CC'd for a club member and the Vice President for Societies for a society member. Should they receive an automated response they must forward the email to the person listed in that automated response.
- 936 Should the President or Welfare Officer have a conflict of interest with any of the parties involved in the complaint they must not be involved in the decision and the next highest ranked exec member must take their place. Traditionally the accepted ranking is President, Vice-President (if there is one on exec), Treasurer, then Secretary.
- 937 Should the President also be the nominated Exec Member responsible for welfare then they must make the decision with the next highest ranked Exec Member.
- 938 In any case the relevant Full Time Officer (Sports/Societies) has the power to revoke the suspension.
- 939 Should no formal complaint be received within the two week period, the suspension will end and cannot be reinforced unless another complaint regarding that individual is received relating to a separate incident.
- 940 If a formal complaint is received within the two week period the standard complaints, disciplinary and/or precautionary process will be followed from this point onwards.