

CHRIST CHURCH  
**STUDENTS'**  
**UNION**



**BYE-LAWS OF  
CHRIST CHURCH STUDENTS' UNION**

## THE UNION AND BYE-LAWS

Christ Church Students' Union is a students' union within the meaning of the Education Act. The Union is devoted to the educational interests and welfare of its Members, defined as students enrolled on Canterbury Christ Church University programmes who have not specifically opted out of Union membership at the time of enrolment or since.

These Bye-Laws are a sub-document to the Articles of Association. The Articles of Association define the relationship between the Union and its Members.

The Board of Trustees and Union Council shall have the power from time to time to jointly make, repeal or amend Bye-Laws as to the management of the Union and its working practices. This is provided that such Bye-Laws shall not be inconsistent with;

- the Companies Acts;
- the Education Acts;
- the Charities Acts;
- the Articles of Association; and,
- all other relevant legislation in effect in England and Wales

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## **PART 1**

# **STRUCTURE OF THE UNION**

### **1. Elected Officers**

- 1.1. All elected officers should;
  - 1.1.1. be a Canterbury Christ Church University student;
  - 1.1.2. be full Members of the Union;
  - 1.1.3. be committed to the purpose, Charitable Objects and values of Christ Church Students' Union;
  - 1.1.4. be constructive about other officers' and trustees' opinions;
  - 1.1.5. act reasonably and responsibly when undertaking their duties;
  - 1.1.6. be fervent in pursuing the stated mandate, where appropriate, and in any additional work or projects they have been mandated to undertake by the Board of Trustees, Union Council or Petition;
  - 1.1.7. maintain strict confidentiality where appropriate;
  - 1.1.8. analyse information and, when necessary, challenge constructively;
  - 1.1.9. make collective decisions and justify and defend them;
  - 1.1.10. respect boundaries between officers, staff and members;
  - 1.1.11. be excellent role models who promote the highest standards of probity and integrity;
  - 1.1.12. attend all meetings where required, or send apologies;
  - 1.1.13. be firm supporters of equality of opportunity and committed to promoting diversity; and,
  - 1.1.14. abide by the Trustee and Elected Representative Code of Conduct at all times.
- 1.2. Members may only hold one Sabbatical Officer or Part-Time Officer position at one time, but may hold more than one Volunteer Officer post at any time, either in the same or different sports clubs, societies or projects if the constitution of that sports club, society or project permits it.
- 1.3. Members may hold a Part-Time Officer and Volunteer Officer post at the same time.

### **2. Sabbatical Officers**

- 2.1. The Sabbatical Officer positions are;
  - 2.1.1. Students' Union President
  - 2.1.2. President (Education & Wellbeing)
  - 2.1.3. President (Student Activities)
  - 2.1.4. President (Sports)
- 2.2. The Sabbatical Officer role is full-time, only one candidate can hold each position and this must be the only post the officer holds within the Union.

- 2.3. All Sabbatical Officers, when in their capacity as elected officers as opposed to Trustees, are ultimately accountable to the membership of Christ Church Students' Union, via the democratic processes detailed in the Articles of Association. This accountability is exercised through Union Council, to whom the Sabbatical Officers report to.
- 2.4. The role descriptions, their manifesto and the Sabbatical Officer Agreement shall be the base of holding the Sabbatical Officers to account. The role descriptions work in conjunction with the particular circumstances of the officers' year in office and should not restrict officers from assuming responsibilities based on their skills, experiences, interests, manifestos and style of working.
- 2.5. Role descriptions for Sabbatical Officers are reviewed by the Membership Services Manager and shall only be amended by the Board of Trustees.
- 2.6. Remuneration for Sabbatical Officers will be reviewed by Union Council and determined by the Board of Trustees at least every two years.

### **3. Part-Time Officers**

- 3.1. The Part-Time Officers are;
  - 3.1.1. The Union Council Chair
  - 3.1.2. Students' with Disabilities Officer
  - 3.1.3. LGBT+ Officer (Open Place)
  - 3.1.4. LGBT+ Officer (Women's Place)
  - 3.1.5. Gender Equality Officer
  - 3.1.6. Women's Officer
  - 3.1.7. Environmental Officer
  - 3.1.8. Black and Minority Ethnic (BME) Officer
  - 3.1.9. Mature Students' Officer
  - 3.1.10. International Students' Officer (EU)
  - 3.1.11. International Students' Officer (Overseas)
  - 3.1.12. Elected Student Trustee (2)
  - 3.1.13. Fundraising Officer (Including RAG)
  - 3.1.14. Medway Officer
  - 3.1.15. Broadstairs Officer
  - 3.1.16. Student Reps Officer
  - 3.1.17. General Modular Scheme (GMS) Officer
  - 3.1.18. Placement Officer (Health)
  - 3.1.19. Placement Officer (Education)
  - 3.1.20. Postgraduate Students' Officer
  - 3.1.21. Part-Time Students' Officer
- 3.2. The role descriptions, alongside the officer manifestos, shall be the base of holding the Part-Time Officers to account. The role descriptions work in conjunction with the particular circumstances of the officer's term and should not restrict officer's

representative work based on their skills, experiences, interests and manifestos.

- 3.3. Role descriptions for Part-Time Officers are reviewed by the Membership Services Manager and shall only be amended by Union Council or by the Board of Trustees.

#### **4. Volunteer Officers**

- 4.1. Volunteer Officers are the officers elected to any formal committee positions in sports clubs, societies and any projects, as detailed in the constitution of that sports club, society or project.
- 4.2. The role descriptions shall be the base of holding the volunteer officers to account. The role descriptions work in conjunction with the particular circumstances of the officers' year in office and should not restrict officer's representative work based on their skills, experiences, interests, manifestos and style of working.
- 4.3. Role descriptions for Volunteer Officers are reviewed by the Membership Services Manager and shall only be amended by Union Council or by the Board of Trustees.

#### **5. Student Programme Reps**

- 5.1. All University programmes shall have Student Programme Reps as outlined in University policy.
- 5.2. The Union shall take responsibility for training Student Programme Reps.
- 5.3. Student Programme Reps shall take responsibility for actively engaging in topic submission for student forums and Petitions.

## **PART 2 UNION MEETINGS**

#### **6. Meeting regulations**

- 6.1. These Bye-Laws shall apply to the following Union meetings;
  - 6.1.1. Union Council;
  - 6.1.2. Union Council Sub-Committees; and
  - 6.1.3. Student Members' Meetings.
- 6.2. Meetings may be conducted in more than one location, via video link, as long as the meeting is conducted simultaneously.
- 6.3. A sub-committee of Union Council must have standing orders, approved by Union Council and the Board of Trustees, that explicitly state its voting membership.

- 6.4. All committees' standing orders must include any standard clauses determined by the Board of Trustees.
- 6.5. Voting shall normally be by the show of hands, unless the relevant procedural motion is passed. Voting Cards may be issued to members.
- 6.6. Voting may also take place via electronic means, as long as the voting intention can be determined accurately.
- 6.7. Quorum for meetings that have decision making powers shall be 50%+1 of voting members.
- 6.8. A quorum check must take place at the start of each meeting with decision making powers and monitored to ensure quorum if Members arrive and leave the meeting.
- 6.9. If the meeting is found to be inquorate, the Chair of the meeting may, at their discretion, dissolve the meeting.
- 6.10. Any decisions made whilst a meeting is inquorate must be ratified by the next quorate meeting, or, via an electronic vote before the next meeting.
- 6.11. Accurate records and minutes of a meeting should be published by the Union on its website for all Members to access.

## **7. Union Council**

- 7.1. Union Council Officers will usually be elected for a period of one calendar year.
- 7.2. No Member may hold more than one seat on Union Council at any time,
- 7.3. Members of Union Council who do not attend three (3) consecutive ordinary meetings (irrespective of apologies) shall be deemed to have resigned and their post vacated.

## **8. Operation of Union Council**

- 8.1. Union Council has authority to;
  - 8.1.1. recommend amendments of these bye-laws to the Board of Trustees;
  - 8.1.2. propose and pass Union Policy;
  - 8.1.3. to debate current issues;
  - 8.1.4. to hold to account Sabbatical Officers
  - 8.1.5. to hold to account Part-Time Officers;
  - 8.1.6. create sub-committees of Council; and
  - 8.1.7. approve constitutions of new sports clubs and societies.
- 8.2. Union Council must meet at least once every academic term and no less than five (5) times in the academic year, set at the beginning of the academic year and ratified by Council.

- 8.3. Union Council may be called additionally by the Union Council Chair upon receipt of a request by one of the following;
  - 8.3.1. at the request of the Board of Trustees;
  - 8.3.2. at the request of 50% of the Sabbatical Officers;
  - 8.3.3. at the request of ten (10) members of Union Council; and
  - 8.3.4. at the request of fifty (50) Members of the Union.
- 8.4. Any Member of the Union may attend and speak at Union Council. Any Union staff member may attend and speak at Union Council. Any Associate Member of the Union may attend but must request the Chair's permission to speak. Any other person must obtain permission from the meeting to attend and speak.
- 8.5. Only members of Union Council may vote in Council meetings.
- 8.6. The Union Council Chair may only cast a vote in the event of a tie.
- 8.7. The Union will advertise the time and location of each meeting at least five (5) clear working days before each meeting.
- 8.8. All items for debate and discussion proposed by Union Council Officers must be submitted at least five (5) clear working days before the meeting to the Student Voice Coordinator, or nominee.
- 8.9. The Student Voice Coordinator, or nominee, will prepare a due diligence covering letter for all items for debate and discussion and send all items to Union Council members no later than three (3) clear working days before the Council meeting.

## **9. Union Council Chair**

- 9.1. The Union Council Chair shall;
  - 9.1.1. chair Union Council and other relevant Union committees;
  - 9.1.2. uphold the Articles and Bye-Laws;
  - 9.1.3. be independent and impartial in all proceedings and duties as Chair;
  - 9.1.4. declare any interest that they have in any debate or discussion, and relinquish the Chair during any debates in which they have an interest; and
  - 9.1.5. carry out such duties and responsibilities that may be laid down by the Council.

## **10. Union Council Agenda**

- 10.1. The Agenda must include;
  - 10.1.1. apologies for absence;
  - 10.1.2. the checking of previous minutes for accuracy;
  - 10.1.3. matters arising from the previous minutes;

- 10.1.4. noting of written reports from any sub-committees followed by questions;
- 10.1.5. noting of written reports from Sabbatical Officers followed by questions;
- 10.1.6. noting of written reports from Part-Time Officers followed by questions;
- 10.1.7. any other business, which for clarity can include debate, but not policy; and
- 10.1.8. the time, date and place for next meeting.

## **11. Union Council Sub-Committees**

- 11.1. Union Council may create sub-committees of Union Council and delegate powers to these committees, with the agreement of the Board of Trustees.
- 11.2. Such powers should be set out in the sub-committee's standing orders, amendable by Union Council only, but must include any standard clauses determined by the Board of Trustees.
- 11.3. Sub-committees of the Union Council may not create policy in itself, for that power is reserved only for the Union Council and the Board of Trustees, but it can recommend policy to these bodies for approval.

## **PART 3 PETITIONS**

## **12. Petitions**

- 12.1. Any Member of the Union is eligible to put forward a topic for discussion to become policy via petition.
- 12.2. A petition must include full names, student ID numbers and signatures of members to be valid;
- 12.3. Petition tools shall be present on the Union's website and accessible to all Members.
- 12.4. There is no time limit on gaining signatures for a petition.
- 12.5. If a petition receives fifty (50) signatures from Union members the topic proposed shall be discussed at the next Union Council.
- 12.6. If a petition receives two hundred (200) Member signatures the topic proposed shall be put through to a Referendum.
- 12.7. The Board of Trustees reserves the right to not adopt a petition or vote on the following grounds;
  - 12.7.1. financial considerations;
  - 12.7.2. legal considerations; or
  - 12.7.3. matters of reputation.



## **PART 4 POLICY**

### **13. Policy**

- 13.1. The policy and direction of Christ Church Students' Union shall be governed by its Members.
- 13.2. Policy can originate either directly from Members or from Union staff acting in the interests of Members.
- 13.3. Policy can be overruled by a body of higher status and the key policy-making bodies shall be as follows, in order of authority, starting with the highest;
  - 13.3.1. Board of Trustees;
  - 13.3.2. Referendum;
  - 13.3.3. Union Council; and
  - 13.3.4. Student Members Meetings.
- 13.4. Debates that are passed at Student Members Meetings, Union Council or Referendum become Union policy.
- 13.5. Policy cannot be passed if it contravenes an existing policy made by a higher Union body.
- 13.6. Amendments to Bye-Laws are not classed as policy and serve until amended either by Union Council or the Board of Trustees.
- 13.7. Union policy shall be valid for the duration specified in the Policy document, which shall either be 12, 24 or 36 months.
- 13.8. The Company Secretary shall be responsible for maintaining a register of Union policies and ensuring it is formally reviewed before the specified due date.
- 13.9. If the Policy is not reviewed before its specified due date the Policy will automatically 'lapse'.
- 13.10. Renewals or amendments must follow a debate, held in the normal manner.
- 13.11. The Union will publish a record of active policy on its website.

## **PART 5 REFERENDUM**

## **14. Referendum**

- 14.1. A Referendum may be called at any time, on any matter, if;
  - 14.1.1. a petition of two hundred (200) full names, student ID numbers and signatures is presented to the Union;
  - 14.1.2. at the request of 50%+1 of the appointed Trustees; or
  - 14.1.3. a resolution is passed at Union Council.
- 14.2. A Referendum must occur within thirty (30) academic days of being called.
- 14.3. A Referendum shall be held online and be open for a period of forty eight (48) hours.
- 14.4. A Referendum may only be called for a simple 'Yes' or 'No' vote and is passed by a simple majority of all valid votes.
- 14.5. Quorum for a Referendum is two hundred and fifty (250) valid votes.
- 14.6. The Board of Trustees can only overrule decisions made by a Referendum on the following grounds;
  - 14.6.1. financial considerations;
  - 14.6.2. legal considerations; or
  - 14.6.3. matters of reputation.

## **PART 6 VOTING AND ELECTIONS**

### **15. Elected Representatives**

- 15.1. Section 6 shall apply to elections where all Members are permitted to vote in a free and secret ballot.
- 15.2. Elections processes for committee positions in sports clubs, societies and projects shall be detailed in the constitution of those clubs, society or project, but must include any standard clauses determined by the Board of Trustees.

### **16. Positions of responsibility**

- 16.1. The Union's Managing Director or deputy shall appoint an appropriately qualified person to act as;
  - 16.1.1. the Returning Officer, who is likely to be an NUS staff member;
  - 16.1.2. the Deputy Returning Officer, likely to be the Membership Services Manager; and
  - 16.1.3. the Certifying Officer, who shall be an appropriate University staff member.

- 16.2. The Returning Officer and Deputy Returning Officer shall;
- 16.2.1. be the final interpreter of Section 7 of these Bye-Laws;
  - 16.2.2. set rules, regulations and guidelines other than these election Bye-Laws to govern the conduct of the election;
  - 16.2.3. deliver, or ensure the delivery of, appropriate training to all election candidates;
  - 16.2.4. make available an information pack to candidates for each election outlining relevant rules and procedures;
  - 16.2.5. ensure that any additional details, or amendments to the arrangements, are publicised to all students in a timely fashion;
  - 16.2.6. seek legal advice if they believe that statements made or the contents of publicity could leave the Union open to legal action;
  - 16.2.7. rule out of order any statement or the content of any publicity which in their view is in breach of the law, Articles of Association or any other appropriate rules and guidelines;
  - 16.2.8. issue warnings to candidates in accordance with these election Bye-Laws and any rules and regulations issued in accordance with the above; and
  - 16.2.9. oversee the count and declare the results of the election.
- 16.3. Both the Returning Officer and Deputy Returning Officer have equal rights in the elections process.
- 16.4. The Certifying Officer shall oversee the elections to ensure compliance with the University's obligations under the Education Act (1994).

## **17. The process of elections**

- 17.1. Elections will be conducted in accordance with the rules outlined by the Electoral Reform Society for running elections by the Single Transferable Vote system for elections with more than one position available or the Alternative Vote system for elections with one position available.
- 17.2. Sabbatical Officer positions and Part-Time Officer positions shall commence office on the 1st July each year, for a period of one calendar year unless they;
- 17.2.1. resign;
  - 17.2.2. become ineligible to hold that position; or
  - 17.2.3. are removed from that position by any contractual means or clauses in these Bye-Laws or the Articles of Association.
- 17.3. The Deputy Returning Officer shall produce an election timetable, not less than five (5) clear days in advance of nominations opening which shall outline;
- 17.3.1. the process for nomination, with nominations open for at least three (3) days;
  - 17.3.2. details of candidates' meetings;
  - 17.3.3. details for the submission of manifestos;

- 17.3.4. details of any Candidates Question Time(s); and
- 17.3.5. arrangements for the ballot, with voting open for at least forty eight (48) hours.

## **18. Withdrawal**

- 18.1. Before nominating themselves candidates are required to;
  - 18.1.1. check they are eligible for the position for which they wish to run; and
  - 18.1.2. read the role description carefully and give due consideration to the likely demands, scrutiny and time commitment the role will entail.
- 18.2. Any candidate may withdraw from the election at any point by informing the Deputy Returning Officer.
- 18.3. If a candidate withdraws during the ballot, or after a point at which the ballots cannot be amended, the Deputy Returning Officer will ensure that the voters' next preferences are counted in accordance with the voting system used (STV or AV) and the principles of the Electoral Reform Society.

## **19. Voting**

- 19.1. The Deputy Returning Officer will ensure that all eligible Members of the Union can vote.
- 19.2. Voting for Sabbatical Officer and Part-Time Officer positions should only be conducted during usual University term-time.
- 19.3. Ballots shall display the position being contested, the chosen name of the candidate and the ability to read any submitted and accepted manifesto.
- 19.4. Voting shall be conducted online and by secret ballot. Voters shall be able to express preferences for as few or as many candidates as they wish, subject to the instructions presented at the time of voting.
- 19.5. There will be a facility for voting for no candidates by voting to "Re-Open Nominations" (RON).

## **20. Complaints**

- 20.1. The Deputy Returning Officer shall produce details of the arrangements for balloting and for complaints, and ensure they are publicised to all Members.
- 20.2. The Deputy Returning Officer shall deal with complaints regarding the conduct of candidates, their supporters and campaigns, and the administration of elections.
- 20.3. Complaints regarding the conduct of the Deputy Returning Officer shall be referred to the Returning Officer. The onus is on the complainant to set out such complaints in

writing for the Returning Officer's consideration.

- 20.4. No candidate or Member may challenge the result of the election once the count has been held.

## **21. By-Elections and Co-Options**

- 21.1. If a Sabbatical Officer position is unfilled or becomes vacant for any reason and there is more than four (4) months remaining of the usual term of office the Union shall conduct a by-election in accordance with these Bye-Laws. Vacancies of less than 4 months shall be left unfilled.
- 21.2. If a Part-Time Officer position is unfilled or becomes vacant for any reason Union Council shall determine if a by-election should be called. If a by-election is called the vacancy will be resolved in accordance with these Bye-Laws.
- 21.3. Union Council have the ability to co-opt to vacant Part-Time Officer positions.

# **PART 7 COMPLAINTS AND DISCIPLINE**

## **22. Political Complaints**

- 22.1. Part 7 details the procedure for complaints of a political nature and applies to all Members and Associate Members except;
- 22.1.1. Trustees and Sabbatical Officers of the Union, who shall be dealt with in accordance to the provisions set out in the Articles of Association;
- 22.1.2. Union staff who are subject to the provisions of HR policy and their contractual agreement.
- 22.2. Complaints regarding Union services shall be considered under the Union's Comments, Complaints and Feedback Policy.
- 22.3. Officers, volunteers, representatives and holders of committee positions may be suspended, censured or dismissed for the following (this list is not intended to be exhaustive);
- 22.3.1. misconduct;
- 22.3.2. bringing, or having the potential to bring, the Union into disrepute; and
- 22.3.3. poor performance.
- 22.4. The Designated Premises Supervisor for the Union's commercial outlets, or their appointed representative, additionally has the right to warn or ban – temporarily or permanently – anyone from the Union's licensed areas under authority granted to them under licensing legislation.

- 22.5. Any Sabbatical Officer or Union staff member may refer any student to the University to be subject to the Disciplinary Procedures contained within the Framework for Student Procedures if they deem any action or actions to be sufficiently serious to warrant this.

## **23. Complaints Procedure**

- 23.1. This complaints procedure is provided for all students or groups of students who;
- 23.1.1. are dissatisfied in their dealings with the Union outside of the electoral process;
  - 23.1.2. claim they have been unfairly disadvantaged by reason of having exercised their right not to be a member of the Union; or
  - 23.1.3. are dissatisfied with the conduct or performance of the Union or another Member or Associate Member covered by these Bye-Laws.
- 23.2. Any complaint shall in the first instance be referred to the Membership Services Manager, or nominee, who shall take such steps as are reasonable to meet the Member making the complaint.
- 23.3. The Membership Services Manager shall respond to any complaint within ten (10) clear working days.
- 23.4. If a complaint is upheld an effective remedy should be provided, which may, but need not, involve disciplinary action under these Bye-Laws.
- 23.5. If a complainant is dissatisfied with the resolution of the complaint by the Membership Services Manager it shall be referred to the Managing Director.
- 23.6. If a complainant is still dissatisfied with the resolution of the complaint they may pursue the matter with the Board of Trustees, via the Chair.
- 23.7. If a complainant is still dissatisfied with the resolution of the complaint they may pursue the matter with the Governing Body of the University, via the Clerk, as established in the Code of Practice for the Operation of the Students' Union.

## **24. Investigations**

- 24.1. The purpose of the investigation is to establish any facts and explanations that may be relevant to an allegation.
- 24.2. Any investigation must;
- 24.2.1. be managed by a person more senior in office to the defendant, or an independent person who may, but need not be, a Member or Associate Member of the Union;
  - 24.2.2. gather all available and relevant evidence that is practicable;

- 24.2.3. put the allegations and evidence of misconduct to the subject of investigation in a manner they can understand;
- 24.2.4. be concluded prior to a decision being taken on whether to uphold any disciplinary action.

## **25. Discipline**

- 25.1. If any disciplinary action is deemed appropriate, this may take the following forms;
  - 25.1.1. a verbal warning, which may take the form of an informal or formal discussion of the problem. This shall be reported to the Board of Trustees;
  - 25.1.2. a written warning, which will take the form of a letter written by the President and copied to the Board of Trustees;
  - 25.1.3. suspension. The Board of Trustees may suspend any defendant from any position they hold within the Union for a reasonable amount of time if there are reasonable grounds for doing so.
  - 25.1.4. censure and motions of no confidence; and
  - 25.1.5. summary punishment.

## **26. Censure and motions of no confidence**

- 26.1. Union Council may censure or dismiss from office any Member holding elected office with a two-thirds voting majority and within the jurisdiction of these Bye-Laws.
- 26.2. Motions of censure or no confidence shall be proposed to the Council by one of the following people and methods;
  - 26.2.1. by the Union Council Chair;
  - 26.2.2. a petition by a Member of the Union, seconded by two hundred (200) Members of the Union. The petition shall include the physical signatures, printed names and student ID numbers of the petitioners; and
  - 26.2.3. by two Sabbatical Officers and a Union Council members.
- 26.3. All motions of censure or no confidence must;
  - 26.3.1. name individual officers or representatives;
  - 26.3.2. state clearly in writing the grounds of the complaint(s),
  - 26.3.3. include details of any part of the Bye-Laws or policies alleged to have been breached; and
  - 26.3.4. be presented with the supporting petition to the Membership Services Manager, at least five (5) clear working days before Union Council.
- 26.4. Upon receipt of the motion of censure or no confidence the Membership Services Manager will take all reasonable steps to inform the defendant of the grounds of the complaint, the procedures laid out in this document and the date of the meeting.
- 26.5. The vote upon the motion and any disputed amendment to it shall be held by secret ballot.

- 26.6. The motion of censure or no confidence must be approved by a two-thirds majority of those present and voting.
- 26.7. A motion of censure or no confidence which has been voted on and rejected may not later be reconsidered by Union Council.
- 26.8. No motion of censure may lie against a person already censured.

## **27. Summary punishment**

- 27.1. Summary punishment may be imposed upon any person, club, society or project. It may not be imposed upon a person or body who is being referred to the Board of Trustees for the same misconduct.
- 27.2. The following authorities have the ability to issue a summary punishment;
  - 27.2.1. the Managing Director in conjunction with a Sabbatical Officer;
  - 27.2.2. Union Council;
  - 27.2.3. Sports Exec
  - 27.2.4. Sports Council; and
  - 27.2.5. Societies Council.
- 27.3. Where summary punishment is appropriate, it shall be imposed on the spot, or with the least possible delay, and shall be limited to any, all or a combination of the following;
  - 27.4. a reprimand;
  - 27.5. expulsion from the use of the area where the misconduct occurred not exceeding seven (7) days;
  - 27.6. suspension, not exceeding seven (7) days, from the use of a particular facility;
  - 27.7. a charge issued by the Union's Managing Director and President, to meet the cost in whole or part of replacing the damaged property or equipment;
  - 27.8. 'Union service', i.e. work of benefit to the student or wider community; and
  - 27.9. in relation to a club, society, project or recognised section thereof, a freeze in their budget or other privileges for any finite period.
- 27.10. The authority imposing summary punishment must inform the person being disciplined of the punishment and of their right of appeal.

## **28. Cases where summary punishment is inappropriate**

- 28.1. The Board of Trustees shall deal with misconduct which in the opinion of the relevant authority cannot be dealt with adequately by means of summary punishment.
- 28.2. The Board of Trustees may impose one or more of the following penalties;
  - 28.2.1. expulsion or suspension from any part of the Union or its facilities for such



- 28.2.2. period as the Board of Trustees may determine;
  - 28.2.2. expulsion from any part of the Union's premises for such period as the committee may determine, which may include permanent expulsion;
  - 28.2.3. expulsion or suspension from membership of a club or society;
  - 28.2.4. prohibit the defendant from future nomination from any elected office within the Union; and
  - 28.2.5. in relation to a holder of an elected post in the Union, a recommendation to the President or appropriate committee Chair that a proposal of censure or no confidence is made to Union Council or any other committee entitled to pass it.
- 28.3. The Board of Trustees may in addition refer any disciplinary matter to the University. If so doing it may impose a suspension or expulsion until such time as the University reaches a decision.
- 28.4. The Union may, in addition to any penalty, take legal action to recover any sums owing to it. Any funds paid as a result of legal action shall be set off against a penalty charge if relating to the same offence.
- 28.5. Students should be aware of the implications of misconduct which is also a criminal offence. This could invoke criminal investigation in addition to Union or University disciplinary procedures. If considered necessary, Union disciplinary procedures may be suspended by the President pending the outcome of criminal procedures.

## **29. Disqualification from Office**

- 29.1. A person dismissed from office by Union Council by virtue of a motion of no confidence under these Bye-Laws may not be elected to or hold that office again.

## **30. Breach of penalty**

- 30.1. If a Member or body is alleged to have breached any other penalty imposed, the matter will be referred to the Board of Trustees by the President or Managing Director. They shall determine whether there are any extenuating circumstances such as financial hardship in relation to paying any fine or charge, and whether or not the penalty was complied with. The Board of Trustees may then impose a different or an additional penalty or refer the matter to the University.

## **31. Appeals procedure**

- 31.1. Any Member subject to disciplinary action, censure or dismissal under these Bye-Laws may appeal to the Board of Trustees.
- 31.2. If a Member is still dissatisfied after appealing to the Board of Trustees they may appeal to the Governing Body of the University, via the Clerk.

## **PART 8 TRUSTEES**

### **32. Appointment of Trustees**

- 32.1. Sabbatical Officers shall be elected by secret ballot by the Student Members at an election to be held in accordance with these Bye-Laws. The Sabbatical Officers shall be elected to posts specified in these Bye-Laws.
- 32.2. Up to two (2) Student Trustees shall be elected by secret ballot by the Student Members at an election to be held in accordance with these Bye-Laws.
- 32.3. Up to two (2) Student Trustees shall be appointed by the Appointments Committee by a simple majority vote.
- 32.4. Up to four (4) Community Trustees shall be appointed by a simple majority vote of the Appointments Committee.
- 32.5. Canterbury Christ Church University may by written notice to the Trustees nominate a candidate to become the University Trustee who shall remain in office until he or she ceases to hold office in accordance with Article 26 or 28. The candidate nominated by Canterbury Christ Church University may be appointed as the University Trustee by a simple majority vote of the Appointments Committee.

### **33. Appointments Committee**

- 33.1. The Appointments Committee shall be convened by the Managing Director and consist of;
  - 33.1.1. the President or another Sabbatical Officer;
  - 33.1.2. a Community Trustee; and
  - 33.1.3. the Company Secretary.

### **34. Disqualification, removal, resignation and replacement of Trustees**

- 34.1. The process for the disqualification, removal, resignation and replacement of Trustees is detailed in Parts 26 - 29 of the Articles of Association.

## **PART 9 ADMINISTRATIVE AND MISCELLANEOUS PROVISIONS**

### **35. Register of Interests**

- 35.1. A Register of Interests shall be kept for Trustees, officers of the Union and any other

person at the discretion of the Board of Trustees and / or Union Council.

35.2. The Register shall be available to all Members and Trustees and shall contain;

- 35.2.1. any current part-time external employment;
- 35.2.2. directorships and direct shareholdings;
- 35.2.3. details of any gifts, hospitality and free or discounted tickets received in connection with Union business;
- 35.2.4. details of sponsorship by any firm in connection with a course of study or Union business; and
- 35.2.5. any positions of office held within the Union or any constituent part.

35.3. The Register shall contain any matter not falling in the above categories which could provide information of any pecuniary interest or other material benefit which an Officer or Trustee receives which might reasonably be thought by others to influence his or her actions, speeches, or votes in committees, or actions taken in his or her capacity as an officer or Trustee.

35.4. Union officers and Trustees shall be required to sign the Register as an accurate record of their interests and as a requirement of taking office.

35.5. The Register shall be kept and maintained by the Company Secretary, who shall be responsible for notifying officers and Trustees of their responsibilities and requiring officers and Trustees to complete the register.

## **36. Freedom of Information**

36.1. The Union is not subject to the Freedom of Information Act, but will, in the spirit of accountability, comply will all such requests by Members, but the President and Managing Director can object to doing so on;

- 36.1.1. financial considerations;
- 36.1.2. legal considerations; or
- 36.1.3. matters of reputation.

## **37. Affiliations**

37.1. The Union may affiliate to other bodies and groups from time to time, as long as these further the Union's charitable objects. A list of current affiliations will be maintained on the Union's website.

37.2. Affiliations will be considered at the annual Students Members' Meeting for recommendation to the Board of Trustees for approval, who are the ultimate authority.

- 37.2.1. financial considerations;
- 37.2.2. legal considerations; or
- 37.2.3. matters of reputation.

## Defined Terms

<b>Term</b>	<b>Meaning</b>
“Academic Year”	The period between 1 September in one year to 31 August in the next year determined by the Union as the period during which Students are required to be registered with Canterbury Christ Church University. Each Academic Year is for the time being divided into three semesters;
“Alternative Vote” or “AV”	The AV system asks voters to rank candidates in order of preference with only first preference votes being counted initially. Any candidate getting more than 50% of these is elected automatically. If that doesn't happen, the candidate with the fewest votes is eliminated and their second choices allocated to the remaining candidates in a second round of counting. This continues until a candidate receives more than 50% of the vote;
“Appointments Committee”	The committee set up in accordance with the Bye-Laws (that will include the President, the Managing Director, one Sabbatical Trustee who is not the President, two members of Union Council and a person nominated by Canterbury Christ Church University);
“Associate members”	The Trustees may establish such classes of associate membership, including Special Membership, with such description and with such rights and obligations as they think fit and may admit and remove such associate members in accordance with the Bye-Laws provided that no such associate members or Special Members shall be Members of the Union for the purposes of the Articles or the Companies Acts.
“Board of Trustees” or “Board”	The Board of Trustees of the Union;
“By-Elections”	Elections held to fill positions that have either been vacated mid-term or were unfilled in the usual timetable of elections;
“Bye-Laws”	The Bye-Laws setting out the working practices of the Union made from time to time in accordance with Article 49 (Bye-Laws);
“Canterbury Christ Church University” and “University”	Canterbury Christ Church University incorporated by the Education Reform Act of 1998 under Section 129 in 1962;
“Censure”	Strong expression of disapproval;
“Chair”	The chair of the Board of Trustees;
“chair of the meeting”	In the case of Union Council it means the person elected to the position of Chair to perform that function. In the case of Trustees’ meetings means the person chairing the Trustees’ meeting in accordance with Article 43;
“clear days”	In relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect;

“Code of Practice”	The code of practice relating to Canterbury Christ Church University’s obligations under Section 22 of the Education Act;
“Community Trustee”	A Trustee appointed in accordance with Article 24 who for the avoidance of doubt shall not be deemed to be either a major union office holder or a sabbatical union office holder for the purposes of Section 22 of the Education Act. Previously known as External Trustees;
“Companies Acts”	Means the Companies Acts (as defined in Section 2 of the Companies Act 2006), in so far as they apply to the Union;
“Company Law Meeting”	A general meeting of the Company Law Members for the purposes of the Companies Acts;
“Company Law Members”	Members of the Union for the purposes of the Companies Acts, as defined in Article 13 of the Articles of Association;
“Company Secretary”	The official and legal Secretary of the Company of the Union who has responsibility for ensuring compliance with Company law and Charity law;
“Conflict of Interest”	Any direct or indirect interest (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts, or might conflict with the interests of the Union;
“Co-Options”	To be permitted to assume Office by the Members or Trustees of the Union;
“Education Act”	The Education Act (1994);
“Elected Officers”	The Sabbatical Officers and the Part-Time Officers;
“Framework for Student Procedures”	The document that details how discipline is managed within the University;
“Managing Director”	The Managing Director of the Union who is appointed by the Board of Trustees;
“Manifesto”	A declaration of intent, objectives and views which is published by candidates standing to be an Elected Officer;
“Members”	The Student Members of the Union;
“Articles of Association” or “Articles”	The highest governing document of the Union, in effect the Union’s constitution. Unlike the Bye-Laws, this can only be changed by Company Law Members and it must also be agreed by the Governing Body of the University;

“NUS”	The National Union of Students;
“Part-Time Officers”	The Student Members elected in accordance with the Bye-Laws to be officers of the Union while continuing their studies at Canterbury Christ Church University;
“Petition”	A formal request of the Union to change policy, stance or other decision;
“Policy”	Representative and campaigning policy set by Referenda or by the Union Council in accordance with Article 17 and Article 48 respectively or by the Student Members at a Student Members’ meeting;
“President”	The president of the Union, as elected by the Student Members in accordance with the Bye-Laws;
“Quorum”	The number of Members of the Union required to be present to conduct business and make decisions legally. Quorum varies depending on the meeting and is specified in these Bye-Laws;
“RAG”	The raise and give society which develops students by providing them with an opportunity to raise funds for charitable causes;
“Referendum”	A ballot in which all Members of the Union are entitled to cast a vote, the protocol for which shall be set out in these Bye-Laws;
“Returning Officer” and “Deputy Returning Officer”	Those appointed to officiate the smooth and legal conduct of elections and candidates;
“Representation”	To act or speak on behalf of Members either individually or collectively;
“Sabbatical Officers”	The individuals elected in accordance with Article 22 (each of whom is a “major union office holder” for the purposes of section 22 of the Education Act);
“Sabbatical Trustee”	A Trustee elected in accordance with Article 22;
“Secure Petition”	A written request to the Union which shall be fixed in a pre-arranged place or places or held securely online;
“Single Transferable Vote” or “STV”	A form of proportional representation which uses preferential voting. Candidates don't need a majority of votes to be elected, just a known 'quota', or share of the votes, determined by the size of eligible Member voters and the number of positions to be filled;
“Special Members”	A type of associate membership of the Union as further defined in Article 15;

“Student”	Any individual who is formally registered for an approved programme of study provided by Canterbury Christ Church University, including those on years abroad or years in industry. For the avoidance of doubt, Canterbury Christ Church University shall determine whether or not an individual has Student status;
“Student Members”	Student members of the Union being Students at Canterbury Christ Church University as further defined in Article 11 and the Sabbatical Officers;
“Student Members’ Meetings”	The Union must hold an annual Student Members’ meeting once in each Academic Year which shall be called and held in accordance with the Bye-Laws. The Union may hold other Student Members’ meetings in addition to the annual Student Members’ meeting. Such meetings shall be called and held in accordance with the Bye-Laws.
“Special Membership” and “Special Membership Holders”	A class of associate membership of the Union and members of that class of associate membership who shall for the avoidance of doubt not be Members of the Union for the purposes of the Articles or the Companies Acts;
“Student Programme Reps”	Previously known as Student Representatives, these are Members who are elected at course level to provide academic representation;
“Summary Punishment”	Refers to the sanction or punishment of Members without or before more recourse to formal sanction and punishment;
“Student Trustee”	A Trustee elected or selected in accordance with Article 23 who is a Student and who, for the avoidance of doubt, shall not be a major union office holder for the purposes of Section 22 of the Education Act;
“Term of office”	The length of time an officer is elected to represent Members of the Union;
“Trustee” and “Trustees”	The directors of the Union as defined in Article 21;
“Union” and “the Union”	Christ Church Students’ Union;
“Union Council”	The Student body elected by and from Students constituted in accordance with these Articles and the Bye-Laws of the Union;
“University Trustee”	A Trustee appointed in accordance with Article 25 who, for the avoidance of doubt, shall not be a major union office holder for the purposes of Section 22 of the Education Act;

“writing”	The representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise; and
“written resolution”	A resolution of the Company Law Members proposed and passed in writing in accordance with the Companies Acts.
“Volunteer Officers”	Members elected to any position in a sports club, society or Union organised project such as RAG and student media.