

Leeds Arts Union

CODE OF PRACTICE OF LEEDS ARTS UNION (AN UNINCORPORATED ASSOCIATION)

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1. Introduction

- 1.1 This Code of Practice is approved by the Board of Governors in accordance with the requirements of section 22(3) of the Education Act 1994 ('the Act'). The Act requires the governing body ('the Board of Governors') of Leeds Arts University ('the University') to secure that Leeds Arts Students' Union ('the Union') publishes a Code of Practice specifying how certain requirements of the Act which relate to the Union will be carried into effect, and setting out details of the arrangements made to secure their observance.
- 1.2 The Act requires that the Board of Governors shall take such steps as are reasonably practicable to secure that the Union operates in a fair and democratic manner and is accountable for its finances. This Code of Practice sets out the requirements of the Act, and how they are operated. It should be read alongside the Union's Constitution, and other related documents that are detailed therein.

2. Constitution

The Act requires the Union to have a written Constitution, which is subject to the approval of the Board of Governors and is reviewed at intervals of not more than five years.

3. Conditions and Benefits of Membership, and the Right to Opt Out

- 3.1 The Act requires that membership of the Union be defined. It also requires that a student should have the right not to be a member of the Union, and that students who exercise that right should not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so. This Paragraph 3 outlines how membership provisions are operated.
- 3.2 Membership of the Union is automatic upon enrolment. Any student registered on a full or part time course at the University is a member of the Union, unless and until such a time that they exercise their right to opt out of Union membership.
- 3.3 Students have the right to cease their membership of the Union at any time during the academic year. For a student to determine not to be a member of the Union, the student must inform Students' Union Liaison staff by sending an email from their University email address to student.union@leeds-art.ac.uk. Students' Union Liaison staff will then liaise with the Students' Union President about updates and changes to membership of individuals, and inform the Academic Registrar.
- 3.4 Any decision made by a student to cease their membership of the Union shall be valid for the duration of the student's enrolment at the University, and shall not need to be repeated for any following academic years.
- 3.5 A student opting-out of the Union shall not be unfairly disadvantaged with regard to the provision of services or otherwise, by reason of their having done so.
- 3.6 If a student has determined not to be a member of the Union, they shall not be entitled to stand in elections or to vote on any issue put forward by the Union to its membership, including regarding the policy making of the Union, the election of its Executive Officers, or its affiliations with external organisations.
- 3.7 In accordance with clause 3.11, and with the exception of that detailed in clause 4.5, if an individual is no longer a registered student at the University they shall not be entitled to stand in elections or to vote on any issue put forward by the Union to its membership,

including regarding the policy making of the Union, the election of its Executive Officers, or its affiliations with external organisations.

- 3.8 If a student has had their access to the Union facilities, activities or other rights and privileges of membership that are under the control of Leeds Arts University temporarily suspended and/or removed in accordance with clause 4.6 of the Constitution, the matter will be referred to the Board of Trustees for a decision on what part, if any, the student can play in the Union.
- 3.9 A student opting out of Union membership shall be entitled to participate in Union social events and to take part in any other Union organised activities and to access information, advice and guidance from the Union.
- 3.10 If, after opting out, the student wishes to re-join the Union, the student must inform Students' Union Liaison staff by sending an email from their student email address to student.union@leeds-art.ac.uk. Students' Union Liaison staff will amend their records, and inform the Academic Registrar. Students' Union Liaison staff will issue the student with relevant information about their membership. Students' Union Liaison staff will then liaise with the Students' Union President about updates and changes to membership of individuals.
- 3.11 Membership of the Union shall automatically cease when the member is no longer a registered student at the University.
- 3.12 The right to opt out will be published on the Union page of the University's eStudio.

4. Elections

- 4.1 The Act requires that appointment to major union offices should be by election in a secret ballot in which all members are entitled to vote, and that the Board of Governors should satisfy themselves that the elections are fairly and properly conducted. This Paragraph 4 outlines how the election process will take place to ensure it is fair and properly conducted.
- 4.2 The annual Student Elections of the incoming Students' Union Executive Officers shall be held in the second semester of the academic year preceding the year in which those posts will be held.
- 4.3 The Returning Officer shall be the individual who conducts the elections and by-elections and announces the results in accordance with the Constitution and this Code of Practice. A member of Students' Union Liaison staff will be the Returning Officer as appointed and approved by the Students' Union Executive Officers under this Code of Practice.
- 4.4 A member of Students' Union Liaison staff will be the Deputy Returning Officer as appointed and approved by the Students' Union Executive Officers under this Code of Practice.
- 4.5 Members of the Union shall be entitled to stand for election for incoming Students' Union President. An incumbent Students' Union President may seek re-election for a second and final term. Where the post is a sabbatical one, members should be in their final year of study, or in their first term as incumbent Students' Union President to apply for this role.
- 4.6 Where the role is sabbatical, any member who will not have completed their final year of study by the date on which they will be expected to take up office, will not be entitled to stand for the office of Students' Union President.
- 4.7 Any higher education student who is a member of the Union and who is returning to study in the following academic year shall be entitled to stand for election for any of the part time,

voluntary Students' Union Executive Officer roles, which includes the President role where this is not sabbatical. All Students' Union Executive Officer roles, excluding the Students' Union President and the Student Governor role, may be shared by two students at any one time.

- 4.8 The Students' Union President's term of office shall be set each year at the point that the position is advertised. In any event, the Students' Union President's term of office will begin no later than September each year. In the event of a by-election, the term of office shall be held in accordance with the term of office set for that year.
- 4.9 As per the requirements of the Act, no member shall hold sabbatical union office, or paid elected union office for more than two years. No member shall be eligible to stand for Students' Union President if they have already served and, either fully or partially, completed two sabbatical terms in office within the Union. In the event of a by-election, regardless of the length of the initial term, this shall count as the first term of the maximum two terms held by any one individual.
- 4.10 The Returning Officer shall publicise the voting arrangements with the list of all candidates and shall make arrangements whereby provision is made for all members of the Union to vote.
- 4.11 The voting process for the elections will be completed entirely online, as a secret ballot. A secure, centrally managed vote system shall be employed to determine the results of the elections.
- 4.12 If no nominations are received, if the result of the vote is to re-open nominations, or if the position falls vacant before a full term of office is completed, the Officer Role will be declared vacant. It is at the discretion of the Head of Marketing and Communications, in discussion with the Students' Union Executive Officer Committee, advised by Students' Union Liaison staff, as to whether a by-election will be held for any vacant positions. If agreed, this shall be arranged by the Returning Officer and conducted in accordance with this Code of Practice.
- 4.13 All members of the Union have one vote against each role to be filled. Students enrolled at the University but who have withdrawn their membership from the Union under the process outlined in Paragraph 3 will not have the right to vote in the Student Elections.
- 4.14 Votes will be collated and verified by the Returning Officer and Deputy Returning Officer. For the avoidance of doubt, there must always be two individuals collating and verifying votes at any one time. If for any reason the Returning Officer or Deputy Returning Officer is not available, the Head of Marketing and Communications shall be appointed and approved by the Students' Union Executive Officers as Returning Officer or Deputy Returning Officer, as required, under this Code of Practice.
- 4.15 In the absence of any complaints or appeals which would delay the collation and verification of votes, the Returning Officer will confirm the outcome of the Student Elections to the Vice-Chancellor within 5 working days of the closure of the vote.
- 4.16 The Returning Officer reserves the right to delay the announcement of the result. In the event of a delay to the announcement of the result, the Returning Officer will publish a notification of said delay on the Union's webpages. Where possible, an anticipated timeframe will be published, taking into consideration the need to investigate and resolve any issues raised.

4.17 The elected membership of the Students' Union Executive Officers will be announced on the Students' Union website. Details of the newly elected Students' Union Executive Officers will be updated on the Union's webpages prior to the commencement of their term.

5. Finances

- 5.1 The Act requires the annual accounts of the Union to be published each year, and made available to the Board of Governors and to all students. These should contain a list of the external organisations to which the Union has made donations in the period to which the annual accounts relate, and details of those donations.
- 5.2 The Union shall provide annual accounts on a yearly basis to the Board of Governors.
- 5.3 Once presented to the Board of Governors, the Union shall publish its annual accounts on eStudio. These shall be published each year and made available to all students. The annual accounts shall also be presented at the Union's Annual General Meeting (AGM).
- 5.4 The Students' Union Liaison staff shall exercise supervision over all Union finances. All income and expenditure must be documented by the Students' Union Liaison staff.
- 5.5 The financial year shall commence on the 1st of August each year.
- 5.6 All financial transactions will be undertaken in accordance with the Students' Union Financial Procedures.

6. Societies

- 6.1 The Act requires that the procedure for allocating resources to societies should be fair and should be set down in writing and freely accessible to all students.
- 6.2 A Society Formation application form is available on the Union website for any members wishing to submit an application for a new society. The initial Society Formation application must include:
- The name of the society.
 - The society Leader name(s).
 - The aims and objectives of the society, which cannot be contrary to those of the Union.
 - Confirmation of interest from at least 5 students in writing, including via email from their student email address.
 - Any anticipated need for equipment and resources.
 - Any new society intending on charging a membership fee or requesting funds will be required to complete additional steps as detailed in clauses 6.3 and 6.4
- 6.3 Any new societies wishing to charge a membership fee will be required to complete a budget plan as part of their application.
- 6.4 Any new societies wishing to make a one-off application for funds will be required to complete a budget request form.
- 6.5 New societies will be proposed for consideration at the next available Students' Union Executive Officers Meeting.

- 6.6 Subject to clause 6.3, if any existing society wishes to charge a membership fee, the society shall be required to submit a budget plan each year. No expenditure will be authorised until this has been submitted and the budget approved by the Students' Union Executive Officer Committee.
- 6.7 If any society wishes to make a one-off application for allocation of funds, the society shall be required to submit a budget request for each request.
- 6.8 Following any approved budget requests, all expenditure made on behalf of a society will be paid via the Union's bank account.
- 6.9 The recognition of a society and its funding can be withdrawn by the Students' Union Executive Officer Committee or the Students' Union Board of Trustees if a society fails to operate in accordance with the Constitution, this Code of Practice, the Student Charter, the Society Leaders' Code of Conduct, or the Society Members' Code of Conduct.
- 6.10 The Students' Union Executive Officer Committee or the Students' Union Board of Trustees may withdraw recognition, student membership from and/or reclaim equipment from any society under the following circumstances:
- Evidence of financial mismanagement;
 - Evidence of contravening any aspect of the Union's Constitution, Code of Practice, Student Charter, Society Leaders' Code of Conduct or Society Members' Code of Conduct;
 - Any action by the society that may involve the Union or University in legal proceedings to the detriment of the Union or University;
 - Any misuse of the Union's or University's facilities;
 - A consensus of agreement from the Students' Union Executive Officers that the continuation of the activities of the society may be detrimental to the membership of the Union and/or the Union's standing within the University and/or the local community.
- 6.11 All equipment purchased by or on the behalf of the society shall remain the property of the Union, and shall be returned to the Union at the end of the academic year.
- 6.12 The Students' Union Executive Officer Committee reserve the right to impose restrictions and conditions on the activities of any society, should their original intentions set out in the society formation pack prove to be unfeasible.
- 6.13 No member of the Union can be excluded from any society by the Union unless in relation to clause 4.6 of the Constitution. Students who elect to opt out of Union membership retain the right to be included in a society as a non-voting member.

7. Affiliations to External Organisations

- 7.1 The Act requires that where the Union decides to affiliate to an external organisation, a notice should be made available to the Board of Governors and to all students, stating the name of the organisation, and details of any subscription or similar fees paid, or donations made, or proposed to be made, to such organisation. The Act also requires that where the Union is affiliated to any external organisations, a report should be published annually, containing a list of the external organisations to which the Union is currently affiliated, and details of subscriptions or similar fees paid, or donations made, to such organisations in the past year (or since the last report). The report should be made available to the Board of Governors and to all students.
- 7.2 In addition, the Act requires that there should be procedures for the review of affiliations to external organisations under which the current list of affiliations is submitted for the

approval of members annually. In accordance with the Constitution and this Code of Practice, the question of continued affiliation to any particular organisation may be decided upon by a secret ballot in which all members are entitled to vote. This Paragraph 7 outlines how these requirements will be implemented.

- 7.3 Recommendations for affiliation to external organisations shall be approved in the first instance by the Students' Union Executive Officers. Details of the proposed affiliation, including the name of the organisation and the cost of any fees or subscription or donations paid, or to be paid, shall be reported to a meeting of the Students' Union Trustees for resolution.
- 7.4 In accordance with clause 3.4 of the Union's Constitution, the Union (of which societies are a part) shall not affiliate to any political party or religious organisation.
- 7.5 If and when a new affiliation to an external body is recommended by the Students' Union Trustees, Students' Union Liaison staff will be notified. If there are any concerns raised by Students' Union Liaison staff and/or the Students' Union President, then advice will be sought.
- 7.6 If and when a new affiliation to an external body is approved, a notification of this affiliation, including costs, will be published on eStudio alongside any previous Students' Union Affiliations by Students' Union Liaison staff, for all students to access.
- 7.7 A full list of Union affiliations with external organisations, including notification of new affiliations, will be presented to the Board of Governors in each academic year, as part of the Union's annual accounts.
- 7.8 Students' Union Liaison staff will publish the Union's annual accounts on eStudio, for all students to access, once approved by the Board of Governors. These accounts will include details of all affiliations to external organisations, including their costs.
- 7.9 The current list of affiliations will be submitted for approval to continue by members at the AGM. If a challenge is raised, then clauses 7.9 to 7.11 will apply. If no challenge is raised, or if the percentage of members required to raise a challenge is not met, then the affiliations will be considered to be approved by the members. If the AGM is cancelled due to lack of attendance, then clause 11.8 will apply.
- 7.10 In the event of a challenge to the affiliation(s) of the Union during the AGM, the member bringing the challenge must be able to demonstrate the support of 5% of the membership in writing, which can include email. If the member bringing the challenge is able to demonstrate the required support, then the matter will be addressed through a referendum, which will be undertaken as a secret ballot in accordance with this Code of Practice, in particular Paragraph 12. If the member bringing the challenge is unable to demonstrate the required support, then the matter shall not be considered further at that time.
- 7.11 In the event of a challenge to the affiliation(s) of the Union at any other time during the academic year, students may petition the Students' Union Trustees for a referendum. A referendum will be undertaken as a secret ballot in accordance with this Code of Practice, in particular Paragraph 12. The referendum may only be activated if the petitioners have the support of 5% of the membership in writing, which can include email.
- 7.12 No referendum may be re-opened on the same affiliation within the same academic year.

8. Complaints Procedure

- 8.1 The Act requires that there should be a complaints procedure available to all students or groups of students who are dissatisfied with their dealings with the Union, or claim to be unfairly disadvantaged by reason of their having exercised the right to not be a member of the Union. The Act requires that this procedure should include provision for an independent person appointed by the Board of Governors to investigate and report on complaints.
- 8.2 The Act requires that complaints should be dealt with promptly and fairly, and where a complaint is upheld there should be an effective remedy. This Paragraph 8 outlines how this process will be enacted.
- 8.3 If a student feels that they have been unfairly dealt with by any Students' Union Executive Officer, including the Students' Union President, on any matter, or they feel that they have been unfairly disadvantaged by opting out of Union membership, then they shall have the right to complain and to have that complaint dealt with promptly and fairly.
- 8.4 Unless in exceptional circumstances, complaints may only be submitted if:
- a student feels that they have been unfairly dealt with by any Students' Union Executive Officer, including the Students' Union President;
 - a student feels that they have been disadvantaged by virtue of not being a Union member;
 - a student feels that they have not been properly represented by the Union;
 - a student considers that the allocation of resources to a society is unfair;
 - a society has not been recognised and the reason for this is unsatisfactory.
- 8.5 In any case of complaint, the complainant must provide, where possible and appropriate, documentary evidence to support their claim.
- 8.6 In the first instance, the complainant shall write to the Head of Marketing and Communications with all of the supporting documentary evidence to be considered. The Head of Marketing and Communications will then review the complaint, assess if an investigation is required, and/or recommend next steps. This can include assigning a member of University staff to manage the complaint.
- 8.7 In all instances, the Head of Marketing and Communications, or assigned member of staff, in discussion with the complainant and the Students' Union President where appropriate, shall endeavour to resolve the complaint to the satisfaction of all parties. Where possible, the Head of Marketing and Communications, or assigned member of staff, will try to resolve matters informally by discussing the issue with those involved. Where this does not result in a satisfactory outcome for the complainant, then an investigation may be launched.
- 8.8 If an investigation is launched, then the Head of Marketing and Communications, or assigned member of staff, will keep the complainant informed as proceedings progress. In all instances a final outcome, including resolution, will be communicated to the complainant.
- 8.9 If the complainant is still dissatisfied, then under this Code of Practice the Board of Governors appoints the Compliance Manager as an independent person to review the matter. Should, for whatever reason, the Compliance Manager not be a suitable or appropriate independent person, then the Board of Governors appoints the Academic Registrar or a HE Director as an alternative independent person.
- 8.10 The Compliance Manager, or other assigned independent person, shall review the complaint, establish whether further information is required from either party and will give advice.

- 8.11 If the complainant is still unsatisfied following review by the Compliance Manager, or other assigned independent person, then the Compliance Manager, or other assigned independent person, will report to the Vice-Chancellor. The Vice-Chancellor and the Compliance Manager, or other assigned independent person, shall provide a report to the Chair of the Board of Governors, who will consider the matter and provide a response. The Chair's decision will be final.
- 8.12 Any complaint about a member of the Students' Union Liaison staff, or the Students' Union President where this position is a sabbatical role in accordance with the Union's Constitution, shall be dealt with by Human Resources, who will determine the appropriate procedure for dealing with the complaint.
- 8.13 Complaints shall be dealt with promptly and fairly. Any complaint received by the Head of Marketing and Communications shall be acknowledged as soon as reasonably practical, and no later than within 5 working days. Where a complaint is upheld, an effective remedy shall be sought.
- 8.14 A copy of this procedure shall be made available on the Union pages of eStudio.
- 8.15 The narrative in the annual accounts to the Board of Governors will include the number of complaints received, any necessary contextualising information, and the resolution status.

9. Meetings Procedures: Students' Union Executive Officer Committee Meetings

- 9.1 Students' Union Executive Officer Meetings shall be held a minimum of three times per year. Where there is an incumbent Students' Union President, they shall be responsible for the organisation of these meetings. Where there is no Students' Union President in post, these meetings shall be organised by Students' Union Liaison staff.
- 9.2 No business shall be transacted at a Students' Union Executive Officer Committee Meeting unless a quorum is present.
- 9.3 The quorum for the Students' Union Executive Officer Committee Meeting will be 50% of the appointed members, and must include the Chair. The Chair shall be the Students' Union President, unless the provisions of clause 9.8 apply.
- 9.4 If a quorum cannot be met for an agreed meeting, the Students' Union President can exercise the right to schedule an impromptu meeting at a later date, ensuring it is within the same semester wherever possible, to ensure business and operations are managed appropriately. This meeting will be conducted in accordance with this Paragraph 9.
- 9.5 Upon receipt of the written request from a two-thirds majority of the Students' Union Executive Officers, an Extraordinary Students' Union Executive Officer Committee Meeting must be organised by the Students' Union President. The meeting must be held within 5 working days of the request being received.
- 9.6 Such a meeting called under clause 9.5 shall discuss only the subject specified in the written request.
- 9.7 All meetings shall be held in accordance with this Code of Practice.
- 9.8 Where there is an incumbent Students' Union President, they shall take the Chair at meetings of the Students' Union Executive Officer Committee. If they are absent or relinquish the Chair, it shall be taken by another member of the Students' Union Executive Officer Committee nominated by the Students' Union President. In extraordinary

circumstances where the Students' Union President is unable to nominate a Chair, or if there is no incumbent Students' Union President at the time, then the Students' Union Executive Officers will nominate a Chair by a simple majority vote.

- 9.9 The Chair shall be responsible for keeping the meeting in order. When the Chair speaks all other members shall be silent.
- 9.10 Members wishing to speak must address the Chair. The Chair shall decide right of priority in speaking. Members will not interrupt or speak over others.
- 9.11 The business of meetings shall be taken in the following order:
 - Apologies for absence.
 - Minutes of previous meeting.
 - Matters arising.
 - Students' Union Executive Officer Committee updates.
 - Reports, statements and information submitted concerning the meeting.
 - Any other business.
 - Date and time of next meeting.
- 9.12 Minutes shall be taken by a member of the Students' Union Liaison staff at all meetings, which shall be circulated with any necessary corrections at the next appropriate and relevant meeting. Confirmed minutes shall be available to all students on the Union web pages within 2 weeks of the relevant meeting at which they are agreed.
- 9.13 If the situation arises that the Students' Union Executive Officers cannot arrive at a decision, a vote shall take place and a decision made by a simple majority of members present.
- 9.14 Each member shall have one vote. If the number of votes cast on each side is equal, the Chair shall have the deciding vote.
- 9.15 No vote shall be recorded on behalf of any member not present.

10. Meetings Procedures: Board of Trustees Meetings

- 10.1 Board of Trustees Meetings shall be called when required in accordance with the Constitution or this Code of Practice. Where the Constitution or this Code of Practice requires the meeting of the Board of Trustees, for example when a new affiliation is proposed, then this requirement will be automatically triggered and the Meeting shall be arranged by the Students' Union President or a member of Students' Union Liaison staff. When a meeting of the Board of Trustees is required, this must be arranged within 5 working days from the date at which the need was triggered.
- 10.2 In addition to the provisions of clause 10.1, the Board of Trustees Meetings may be called by two members of the Board of Trustees.
- 10.3 No business shall be transacted at a Board of Trustees Meeting unless a quorum is present.
- 10.4 The quorum for a Board of Trustees Meeting will be 40% of the appointed members.
- 10.5 Meetings shall be held in accordance with this Code of Practice.
- 10.6 Where there is an incumbent Students' Union President, they shall take the Chair at meetings of the Board of Trustees. If they are absent or relinquish the Chair, it shall be taken by another member of the Board of Trustees nominated by the Students' Union

President. In circumstances where the Students' Union President is unable to nominate a Chair, or if there is no incumbent Students' Union President at the time, then the Board of Trustees present at the meeting will nominate a Chair by a simple majority vote.

- 10.7 The Chair shall be responsible for keeping the meeting in order. When the Chair speaks all other members shall be silent.
- 10.8 Members wishing to speak must address the Chair. The Chair shall decide right of priority in speaking. Members will not interrupt or speak over others.
- 10.9 Minutes shall be taken by a member of Students' Union Liaison staff at meetings of the Board of Trustees.
- 10.10 If the situation arises that the Board of Trustees cannot arrive at a decision, a vote shall take place.
- 10.11 Each member shall have one vote. If the number of votes cast on each side is equal, the Chair shall have the deciding vote.
- 10.12 No vote shall be recorded on behalf of any member not present.

11. Meetings Procedures: Annual General Meeting (AGM)

- 11.1 The AGM shall be organised by the Students' Union President, where in post, and the Students' Union Executive Officer Committee, and shall be held once per academic year unless clauses 11.6 to 11.7 apply.
- 11.2 Every member of the Students' Union has the right to attend, speak and vote at any AGM.
- 11.3 Any individual who is not a member of the Union, including anyone who has relinquished their Union membership, must receive permission to attend by submitting a formal request to the Chair (who shall be the Students' Union President unless otherwise stated). If permission is granted, this individual may attend, and may speak if invited to by the Chair, but will have no voting rights.
- 11.4 No business shall be transacted at an AGM unless a quorum is present.
- 11.5 The quorum for the AGM will be 16 members, which can include the Students' Union Executive Officers and must include the Students' Union President unless in the circumstances as outlined in clause 11.10.
- 11.6 If a quorum cannot be met for an agreed meeting within 30 minutes of the time appointed for the meeting, the Chair can exercise the right to adjourn the meeting to such day, time and place that they see fit, within 1 month of the original meeting. This meeting will be conducted in accordance with this Paragraph 11.
- 11.7 If a quorum cannot be met for a second time, then the Chair exercises the right to cancel the AGM.
- 11.8 If the AGM is cancelled under clause 11.7, then the annual approval of affiliations will take place virtually. The affiliations report will be published on eStudio, and will be communicated to all members. During a period of 30 days following publication, members will have the opportunity to raise a challenge against any of the reported affiliations. If a challenge is raised, then clauses 7.9 to 7.11 will apply. If no challenge is raised, or if the required written support of 5% of members is not met, then the affiliations will be considered to be approved by the members.

- 11.9 Meetings shall be held in accordance with this Code of Practice.
- 11.10 Where there is an incumbent Students' Union President, they shall take the Chair at the AGM. Under extraordinary circumstances, where they are absent or relinquish the Chair, it shall be taken by another member of the Students' Union Executive Officers nominated by the Students' Union President. If the Students' Union President is unable to nominate a Chair, or if there is no incumbent Students' Union President at the time, then the Students' Union Executive Officers will nominate a Chair by a simple majority vote.
- 11.11 The Chair shall be responsible for keeping the meeting in order. When the Chair speaks all other members shall be silent.
- 11.12 Members wishing to speak must address the Chair. The Chair shall decide right of priority in speaking. Members will not interrupt or speak over others.
- 11.13 The business of meetings shall be taken in the following order:
- Apologies of any Students' Union Executive Officers not present.
 - Minutes of previous meeting.
 - Matters arising.
 - Students' Union President and Students' Union Executive Officers Updates.
 - Students' Union Annual Report, including affiliations.
 - Open questions to Students' Union Executive Officers.
 - Any other business.
 - Date and time of next meeting.
- 11.14 Approval of the minutes of the AGM will take place virtually. The minutes of the AGM shall be published on eStudio within 2 weeks of the meeting taking place, and will be communicated to all members. During a period of 30 days following publication, members will have the opportunity to submit amendments to the minutes for consideration. Should amendments be received, these will be reviewed by the Students' Union Executive Officer Committee and accepted or rejected. Once the period of 30 days has completed, the minutes and any accepted amendments will be considered to be the approved version of the minutes and published on eStudio as such.
- 11.15 Each member shall have one vote. If the number of votes cast on each side is equal, the Chair shall have the deciding vote.
- 11.16 No vote shall be recorded on behalf of any member not present.

12. Rules for Referenda

- 12.1 The Students' Union Executive Officer Committee (including the Students' Union President when in post) shall be responsible for organising a referendum on receipt of written notification, including via email, from 5% of the membership calling for a referendum. In the case of a referendum called to remove the elected Students' Union President, a referendum will require the support of 5% of the membership (not including the Students' Union Executive Officers) and the agreement of a two-thirds majority of the Students' Union Executive Officers.
- 12.2 The Returning Officer shall conduct the referendum in accordance with this Paragraph 12.
- 12.3 The Returning Officer shall publicise the voting arrangements and shall make arrangements whereby provision is made for all members of the Union to vote.
- 12.4 All members of the Union have one vote.

12.5 Votes will be cast online, as a secret ballot, on eStudio.

12.6 A secure, centrally managed vote system shall be employed to determine the result of the referendum.

13. Students' Union Executive Officers

13.1 Students' Union Executive Officers shall be responsible for:

13.1.1 Holding the position of Students' Union Trustee, upholding the charitable values of the Union and acting in accordance with the Union's Constitution.

13.1.2 Promoting the interests and concerns of its members as effectively as possible at institutional, local and national levels.

13.1.3 Ensuring effective communication between its members, the University and other bodies.

13.1.4 Liaising with the Students' Union Liaison staff to ensure the proper stewardship of the financial operations of the Union.

13.1.5 Providing for the educational, cultural, recreational, sporting, social and welfare needs of its members to the best of its ability, and to increase engagement between the Union and all its members.

13.1.6 Approving the plans and proposed actions of the Union.

13.1.7 Ensuring equality, diversity and inclusion is considered whilst protecting freedom of speech and expression and minimising any adverse environmental impact, therefore providing a safe and enjoyable environment for all.

13.2 Students' Union Executive Officers shall:

13.2.1 Organise and promote social activities, events and campaigns for all students.

13.2.2 Approve specific campaigns, major projects and new Union initiatives, in discussion with the Students' Union Liaison staff as and when necessary.

13.2.3 Promote active engagement with the Union to all its members.

13.2.4 Monitor and review progress on agreed actions by the Students' Union Executive Officers.

13.2.5 Where necessary and as required, liaise with the Students' Union Liaison staff in regards to the practical arrangements for the Student Elections of the next Students' Union Executive Officers and ensure that the arrangements comply with the procedures set out in Paragraph 4 of this Code of Practice.

13.2.6 Approve the formation of all new societies, and changes to the Union's existing societies, in discussion with the Students' Union Liaison staff and in line with the Constitution and Code.

13.2.7 Agree remedial action for, or approve the dissolution of, any society which has failed to exercise in accordance with the Union's Constitution, this Code of Practice, the Student Charter and/or the Society Leader's Code of Conduct.

13.2.8 Where necessary and as required, liaise with the Students' Union Liaison staff in regards to the preparation of all new external affiliations, including costs, for publication to the membership.

13.2.9 Where necessary and as required, liaise with the Students' Union Liaison staff in regards to the preparation and publication of the annual report of external affiliations, including costs, for approval by the membership.

13.2.10 Where necessary and as required, liaise with the Students' Union Liaison staff in regards to the submission of the annual report of external affiliations to the University's Board of Governors.

13.2.11 Approve a referendum in the event of a challenge made to an external affiliation, upon receipt of written support of 5% of the membership.

13.2.12 Approve a referendum in the event of a resolution proposing a vote of no confidence in the elected Students' Union President.

13.2.13 Attend the Annual General Meeting.

13.2.14 Implement and adhere to all Union policies, procedures and regulations.

13.3 All members of the Students' Union Executive Officer Committee, and any other member of the Students' Union, may volunteer or be offered the opportunity to represent the Students' Union and/or the student body on any University Committees as determined by the Senior Management Team of the University.

14. Students' Union President

In addition to Paragraph 13, the Students' Union President is to:

14.1 Be the prime representative of the Union and seek to increase student involvement and engagement within all aspects of the Union.

14.2 Work with Students' Union Liaison staff, Students' Union Executive Officers and the University's Senior Management Team to ensure the effective operation of the Union in developing activities and events to enhance the student experience.

14.3 Be responsible for the effective governance of the Union, and as Chair of the Students' Union Executive Officer Committee Meetings ensure members are elected democratically and that the Officers effectively support the management of the Union in accordance with its Constitution and this Code of Practice.

14.4 Attend and Chair the Annual General Meeting.