



Articles of Governance

Name, Interpretations, Objects and Powers

Name and Preamble

1. There shall be a Students' Union in the name of Sheffield Hallam University Students' Union hereinafter called "the Students' Union". The shorter name of Sheffield Hallam Students' Union may also be used.
2. Sheffield Hallam Students' Union is devoted to the educational interests and welfare of its members. These Articles of Governance have been structured to give the Board of Trustees reasonable authority to manage the affairs of the Students' Union in a professional manner. The members enjoy the right, which must be exercised in accordance with charity law, to elect a proportion of the Trustees and to dismiss all the Trustees. The Board of Trustees will give the utmost consideration to the views of members.
3. The Students' Union will seek at all times to:
 - 3.1 ensure that the diversity of its membership is recognised and that equal access is available to all members of whatever origin or orientation
 - 3.2 promote and encourage contact and co-operation between students in all matters affecting their interests without regard to any protected characteristic#
 - 3.3 pursue its aims and objectives independent of any political party or religious group.
4. Under the Education Act 1994, Sheffield Hallam University has a statutory duty to ensure that the Students' Union operates in a fair and democratic manner and is held to proper account for its finances. The Students' Union therefore works alongside Sheffield Hallam University in ensuring that the affairs of the Students' Union are properly conducted and that the educational and welfare needs of the Students' Union's members are met.

Interpretation

5. In these Articles of Governance and in any Regulations the following words and phrases shall have the following meanings unless the meaning is not consistent with the context of the word in question:
 - 5.1 **Academic Year**
A period starting on 1 September in any year and ending on 31 August in the following year or, if different, the academic year of the University
 - 5.2 **Articles**
these Articles of Governance of the Students' Union
 - 5.3 **Board of Trustees**
the Board of Trustees
 - 5.4 **By-Laws**
the by- laws setting out the working practices of the Students' Union made from time to time in accordance with Article 77
 - 5.5 **Chair**
the Lay Trustee appointed to the position of Chair
 - 5.6 **Chief Executive**
the senior employee of the Students' Union appointed by the Board of Trustees to carry out the duties allocated and delegated to them
 - 5.7 **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

5.8 Code of Practice

the code of practice relating to Sheffield Hallam University's obligations under Section 22 of the Education Act 1994

5.9 Education Act

the Education Act 1994

5.10 Elected Officers

those members who are elected as Sabbatical Officers by cross-campus ballot, who have portfolios appointed in accordance with Articles 79-80 and who are deemed to be major office holders for the purpose of Section 22 of the Education Act 1994

5.11 Elected Representatives

those members who are elected as representatives by cross-campus ballot who, for the avoidance of all 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 1994.

5.12 Elected Officer Trustees

the Elected Officers who serve as Trustees, appointed in accordance with Articles 23-25

5.13 In writing

means written, printed or transmitted writing including by electronic communication

5.14 Lay Trustee

a Trustee appointed in accordance with Articles 27-29 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 1994

5.15 Members

members of the Students' Union being enrolled students at Sheffield Hallam University

5.16 Office

the principal office of the Students' Union

5.17 Quorum Provisions

the provisions for quorum for Referenda as outlined in By-Law 11

5.18 Personal interest

as set out in Article 53 shall mean a financial interest or an interest that does not arise in the ordinary course of being a member

5.19 Policy

representational policy set by Referenda or Union Council in accordance with Article 78 and Articles 81-86. Representational policy is only subject to the authority of the Trustee Board on the grounds of financial considerations, charity or education law or other legal requirements (including ultra vires) or the reputation of the Students' Union

5.20 President of the Students' Union

elected by members to be the President of the Students' Union and deemed to be a major union office holder for the purposes of Section 22 of the Education Act 1994 and Deputy Chair of the Trustee Board

5.21 Referenda

a vote that all members of the Students' Union are entitled to cast

5.22 Returning Officer(s)

the person(s) appointed to be responsible for the good conduct and administration of all elections and referenda

5.23 Student

any individual who is enrolled on an approved programme of study provided by Sheffield Hallam University

5.24 Student Groups

bodies within Sheffield Hallam Students' Union which provide a range of recreational and developmental activities for members

5.25 Student Trustee

a Trustee elected in accordance with Article 26 who is a student and, for the avoidance of doubt, shall not be deemed to be either a major union office holder or an elected union office holder for the purposes of Section 22 of the Education Act 1994

5.26 The Students' Union

The student body constituted in accordance with these Articles; Sheffield Hallam University Students' Union or Sheffield Hallam Students' Union

5.27 The University

Sheffield Hallam University

5.28 Trustee and Trustees

the Elected Officer Trustees, Student Trustees and Lay Trustees

6. Any reference to a statute, statutory provision or subordinate legislation shall (except where the context otherwise requires) be construed as referring to such legislation as amended and in force from time to time and to any legislation which (either with or without modification) re-enacts, consolidates or enacts in rewritten form any such legislation.
7. Words importing the singular shall include the plural and vice versa and words shall be written in gender neutral language.

Objects

8. The Students' Union's objects are the advancement of education of students at Sheffield Hallam University for the public benefit by:
 - 8.1 promoting the interests and welfare of students at Sheffield Hallam University during their course of study and representing, supporting and advising students;
 - 8.2 providing social, cultural and recreational activities and forums for discussions and debate for the personal development of its students;
 - 8.3 being the recognised representative channel between students and Sheffield Hallam University and any other external bodies.

Powers

9. To promote its objects, but not for any other purpose, the Students' Union may:
 - 9.1 provide services and facilities for students
 - 9.2 establish, support, promote and operate a network of student activities for members
 - 9.3 alone or with other organisations seek to influence governmental and other bodies and institutions regarding the development and implementation of appropriate policies provided that all such activities are conducted on the basis of well-founded reasoned argument and shall be confined to the activities which an English charity may properly undertake, and provided that the Students' Union complies with the Education Act (1994) and any guidance published by the Charity Commission

- 9.4** write, make, commission, print, publish or distribute materials and assist in these activities
- 9.5** promote, initiate, develop and carry out education and training and arrange, provide, or assist with exhibitions, lectures, meetings, seminars, conferences, displays or classes
- 9.6** promote, encourage, carry out or commission research, surveys, studies or other work and publish the results
- 9.7** provide or appoint others to provide guidance, representation and advocacy
- 9.8** purchase, lease, hire or receive property including land, buildings and equipment and equip it for use
- 9.9** sell, manage, lease, mortgage, exchange, dispose of or deal with all or any of its property (subject to any consent required by law)
- 9.10** borrow and raise money and such terms and security as the Students' Union may think suitable (subject to any consent required by law)
- 9.11** raise funds and invite and receive contributions from any person(s) provided that the Students' Union shall not carry out any taxable trading activities raising funds
- 9.12** carry on primary purpose trade in the course of carrying out any of its objects
- 9.13** incorporate wholly owned subsidiary companies to carry on any taxable trade
- 9.14** subject to Clause 9.27 employ and pay employees and professionals or other advisors
- 9.15** grant pensions and retirement benefits to employees of the Students' Union and to their dependants and subscribe to funds or schemes for providing pensions and retirement benefits for employees of the Students' Union and their dependants
- 9.16** set up charities with identical or similar objects and/or promote, support, aid, amalgamate or cooperate with, become a member of affiliate or associate of, and act as or appoint trustees, agents, nominees or delegates to control and manage such charitable institutions, subscribe, lend or guarantee money to such charities
- 9.17** undertake and execute any charitable trusts which may lawfully be undertaken by it
- 9.18** invest and deal with the Students' Union's money not immediately required for its objects in or upon any investments, securities or property
- 9.19** delegate the management of investments to an appropriately experienced and qualified financial expert provided that:
 - 9.19.1** the investment policy is set down in writing for the financial expert by the Trustees
 - 9.19.2** every transaction is reported promptly to the Trustees
 - 9.19.3** the performance of the investment is reviewed regularly by the Trustees **9.19.4** the Trustees are entitled to cancel the delegation at any time
 - 9.19.5** the investment policy and the delegation arrangements are reviewed at least once a year
 - 9.19.6** all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt
 - 9.19.7** the financial expert may not do anything outside the powers of the Trustees
- 9.20** arrange for investments or other property of the Students' Union to be held in the name of a nominee (being a company or a limited liability partnership registered or having an established place of business in England and Wales) under the control of the Trustees or a financial expert acting under their instructions and to pay any reasonable fee required
- 9.21** lend money and give credit to, take security for such loans or credit and guarantee or give security for the performance of contracts by any person or company
- 9.22** open and operate banking accounts and other facilities for banking and draw, accept, endorse, negotiate, discount, issue or execute negotiable instruments such as promissory notes or bills of exchange
- 9.23** purchase or acquire all or any of the property, assets, liabilities and engagements of any charities with objects similar to the Students' Union's objects

- 9.24** incorporate and transfer all its assets to a charitable limited liability legal entity
- 9.25** pay out of the funds of the Students' Union the cost of any premium in respect of any indemnity insurance to cover the liability of the Trustees (or any of them) which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Students' Union provided that no such insurance shall extend to any claim arising from any liability incurred by the Trustees to pay a fine imposed in any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonesty, or wilful or reckless misconduct; or any liability incurred by the Trustees to the Students' Union that arises out of any conduct which the Trustees knew (or must reasonably be assumed to have known) was not in the interests of the Students' Union or in the case of which they did not care whether it was in the best interests of the Students' Union or not
- 9.26** do all such other lawful things as shall further the Students' Union's objects
- 9.27** the income and property of the Students' Union shall be applied solely towards the promotion of its objects set out in the Articles of Governance. No part shall be paid or transferred directly or indirectly to members of the Students' Union except for payment in good faith of;
- 9.27.1** any payment made to any beneficiary of the Students' Union (including a member)
- 9.27.2** reasonable and proper remuneration to any person (not being a Trustee) for any services given to the Students' Union and of reasonable travelling and other out of pocket expenses necessarily incurred in carrying out the duties of any member, officer or employee of the Students' Union
- 9.27.3** interest on money lent to the Students' Union at a reasonable and proper rate per annum
- 9.27.4** any reasonable and proper rent for premises let to the Students' Union
- 9.27.5** fees, remuneration or other benefits in money or money's worth to any company of which a Trustee or a member of their immediate family holds one percent on the capital
- 9.27.6** reasonable and proper out of pocket expenses of Trustees
- 9.27.7** reasonable and proper premiums in respect of indemnity insurance effected in accordance with Article 94 of the Articles of Governance
- 9.27.8** the usual professional charges for business done by any Trustee who is a solicitor, accountant or other professional, or by any partner of theirs, when instructed by the Students' Union to act in a professional capacity on its behalf; except that at no time shall a majority of the members of the Students' Union or of the Trustees benefit under this provision and provided that any such member or Trustee shall withdraw from any meeting at which their appointment or remuneration or that of their partner is under discussion; and
- 9.27.9** reasonable and proper remuneration to any Elected Officer Trustee to be remunerated by the Students' Union from time to time but:
- 9.27.9.1** only if the procedure described in Articles 23-25 of the Articles of Governance is followed in relation to the Elected Officer Trustees;
- 9.27.9.2** provided that this provision may not apply to more than six Elected Officer Trustees in any financial year at any one time; and
- 9.27.9.3** subject always to the provision of section 22 of the Education Act (as amended, revoked, consolidated or re-enacted in any form)
- 9.28** no provision contained in the Articles of Governance of the Students' Union may be altered and/or amended by the Students' Union without the written approval of Sheffield Hallam University (such approval not to be unreasonably withheld or delayed) and no such alterations shall be valid until such approval has been obtained, in accordance with the Education Act 1994¹.

¹ the 'Student Feedback and Complaints Procedure' requires the University's Board of Governor approval

Winding up

10. If the Trustees decide that it is necessary or advisable to dissolve the Students' Union it shall call a meeting of all members of the Students' Union or call a referendum for which not less than fifteen working days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting at a meeting, or a simple majority of a quorate referendum, the Trustees shall have the power to realise the assets held by or on behalf of the Students' Union.
11. If any property remains after the Students' Union has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among members of the Students' Union. It shall instead be given or transferred to Sheffield Hallam University, or if Sheffield Hallam University has ceased to exist some other charitable institution or institutions having similar objects to those of the Students' Union and which prohibits the distribution of its or their income and property among its or their members to an extent at least as great as these Articles of Governance impose upon the Students' Union. The institution or institutions which are to benefit if Sheffield Hallam University has ceased to exist shall be chosen by the members of the Students' Union at or before the time of winding up or dissolution

Membership

Membership

12. All enrolled students of Sheffield Hallam University are full members of Sheffield Hallam Students' Union, unless they have opted out by notifying Sheffield Hallam Students' Union of their wish not to be a member of the Students' Union.
13. Elected Officers of the Students' Union are full members of the Students' Union.
14. Members of the Students' Union shall be entitled to the benefits set out in the Code of Practice. Membership rights of members may be withdrawn or suspended in accordance with By-Law 1.
15. A member shall cease to be a member of the Students' Union when they cease to be a student, or opts out of membership by giving notice to the Students' Union and/or when they cease to be an Elected Officer (save where the Elected Officer is returning to their status as a student).

Associate Membership

16. Associate membership of the Students' Union shall be granted to all persons in the employ of the University or the Students' Union.

Life Membership

17. All former full members of the Students' Union are eligible to become Life Members. Union Council shall determine the form of application for Life Membership and Life Membership shall be subject to such rights and obligations as Union Council consider appropriate. Life Members shall not be members for the purposes of the Articles of Governance and shall not be entitled to vote on any matter. Union Council has the power to revoke Life Membership.

Honorary Life Membership

18. Union Council may confer or remove Honorary Life Membership to anyone they consider to be suitable on such terms as they shall determine. There shall be no fee or charge levied for Honorary Life Membership. Elected Officers shall be conferred with Honorary Life Membership upon completion of their term in Office. Honorary Life Members shall not be members for the purposes of the Articles of Governance and shall not be entitled to vote on any matter.

Reciprocal Membership

19. Ordinary members of the National Union of Students shall be reciprocal members of Sheffield Hallam Students' Union. Reciprocal membership may also be granted to ordinary members of other student organisations by Union Council. Reciprocal Members shall not be members for the purposes of the Articles of Governance and shall not be entitled to vote on any matter.
20. The Trustee Board will establish and monitor a "code of conduct" that all members shall be required to adhere to, including when members are involved in activities or at events that are administered or organised by the Students' Union.
21. Breaches of the code of conduct may result in a range of sanctions, including the suspension or removal of any or all of the rights and privileges of membership, including the holding of office.

Trustees and Proceedings of Trustees

Appointment of Trustees

22. The charity trustees of the Students' Union ("the Trustees") shall be made up of the following persons:
- 22.1 not more than six Elected Officer Trustees, appointed in accordance with Articles 23-25
 - 22.2 not more than four Student Trustees elected in accordance with Article 26
 - 22.3 not more than four Lay Trustees appointed in accordance with Articles 27-29.

Elected Officer Trustees

23. Up to 6 Elected Officer Trustees shall be elected by secret ballot by the members of the Students' Union at an election to be held in accordance with the By-Laws and shall remain in office for a term of usually twelve months commencing in accordance with the By-Laws. The term of office may be shorter or longer on a transitional basis to coincide with an alteration of the year start or end. The Elected Officer Trustees shall be elected to posts set out in the By-Laws. At the same time as commencing the term of office as a trustee the Elected Officer Trustees will enter into a contract of employment with the Students' Union for a term to be determined by these Articles.
24. Subject to a transitional change in the year of office as set out in Article 23:
- 24.1 Elected Officer Trustees may be re-elected for a maximum further term of twelve months by the members of the Students' Union at an election to be held in accordance with the By-Laws
 - 24.2 the maximum total term that an Elected Officer Trustee may serve is twenty four months
 - 24.3 each Elected Officer Trustee must be a member of the Students' Union at the time of their election
 - 24.4 the Elected Officer Trustees shall be deemed to be "major union office holders" for the purposes of section 22 of the Education Act 1994
 - 24.5 an Elected Officer Trustee shall become a member of the Students' Union for a term of one year on commencement of their appointment or reappointment as an Elected Officer Trustee.

25. The duties of each Elected Officer Trustee shall be as set out in the By-Laws. Arrangements for remuneration of each Elected Officer Trustee shall be as set out in the By-Laws.

Student Trustees

26. Up to four Student Trustees will be elected by members of the Students' Union via cross campus ballot in accordance with By-Law 9. The Nominations Committee will have discretion to specify particular demographics to target when electing Student Trustees to ensure the Board is diverse. Student Trustees once elected, shall remain in post for the remainder of their time as a student at Sheffield Hallam University, or a maximum term of 3 years, whichever is the shorter. The Student Trustees shall not be deemed to be "major union office holders" for the purposes of section 22 of the Education Act 1994.

Lay Trustees

27. Up to four Lay Trustees will be appointed by the Nominations Committee. Subject to Article 47 the ratio of student to non-student trustees shall, with the exception of any period which may not exceed four months, be greater or equal to two to one.
28. Lay Trustees shall serve a term of four years in office, calculated from the date of their appointment.
29. At the end of their first term of four years, Lay Trustees shall be eligible for re-appointment by a simple majority vote of the Trustees, but shall not be eligible for reappointment thereafter if they have served a maximum total term of eight years.

Powers of Trustees

30. The Trustees shall be responsible for overseeing the management and administration of the Students' Union and (subject to the Education Act, the Articles of Governance and By-Laws) may exercise all the powers of the Students' Union. No alteration of the Articles of Governance or By-Laws shall invalidate any prior act of the Trustees which would have been valid if that alteration had not been made. A meeting of the Trustees at which a quorum is present may exercise all powers exercisable by the Trustees. The Trustee Board will at all times act with collective responsibility.
31. The Board's powers under Article 30 shall include but not be limited to ultimate responsibility for:
- 31.1 the governance of the Students' Union
 - 31.2 the budget of the Students' Union
 - 31.3 the strategy of the Students' Union, following ratification by Elected Representatives of the Students' Union on the strategy and direction of the Students' Union

The Board of Trustees may override any decision or Policy made by the members in general meeting or referendum, or by the Students' Union Council, which the Trustees consider (in their absolute discretion):

- has or may have financial implications for the Students' Union
 - is, or may be, in breach of, contrary to, or otherwise inconsistent with, charity or education law or any other legal requirements (including ultra vires)
 - is not, or may not be, in the best interests of the Students' Union or all or any of its charitable objects
 - will or may otherwise affect the discharge of any or all of the responsibilities referred to in Article 30.
32. The Trustees may, by power of attorney or otherwise, appoint any person to be the agent of the Students' Union for such purposes and on such conditions as they determine.

33. The Trustees will appoint a Chief Executive who will be the most senior employee of the Students' Union, who will be responsible to the Board of Trustees via the Chair. The Chief Executive will be the person to whom all other employees of the Students' Union (other than Elected Officers) will be responsible.
34. No person may be appointed as a Trustee in circumstances that, had they already been a trustee, they would have been disqualified in accordance with Articles 54-57 or otherwise from acting.

Delegation of Trustees' Powers

35. The Trustees may delegate any of their powers, or the implementation of any of their resolutions, to any committee in accordance with the following conditions:
 - 35.1 the resolution making that delegation shall specify those who shall serve or be asked to serve on such committee (though the resolution may allow the committee to make co-options up to a specified number); and
 - 35.2 the composition of any such committee shall be entirely in the discretion of the Trustees and may comprise such of their number (if any) as the resolution may specify; and
 - 35.3 the deliberations of any such committee shall be reported regularly to the Trustees and any resolution passed or decision taken by any such committee shall be reported forthwith to the Trustees and for that purpose every committee shall appoint a secretary; and
 - 35.4 all delegations under this Article shall be revocable at any time; and
 - 35.5 the Trustees may make such regulations and impose such terms and conditions and give such mandates to any such committee or committees as they may from time to time think fit.

Delegation of day-to-day management powers to the Chief Executive

36. In the case of delegation of the day-to-day management of the Students' Union to the Chief Executive:
 - 36.1 the delegated power shall be to manage the Students' Union by implementing the policy and strategy adopted by and within a budget approved by the Trustees and if applicable to advise the Trustees in relation to such policy, strategy and budget
 - 36.2 the Trustees shall provide the Chief Executive with a description of their role and the extent of their authority
 - 36.3 The Chief Executive shall report regularly to the Trustees on the activities undertaken in managing the Students' Union and provide them regularly with management accounts sufficient to explain the financial position of the Students' Union.

Delegation of Trustees' Powers through Committees

37. The Trustees shall establish committees/working groups, including but not necessarily limited to:
 - 37.1 The Finance and Risk Committee
 - 37.2 The Human Resources Committee
 - 37.3 The Nominations Committeein accordance with their powers under Articles 30-34.

38. For the avoidance of doubt, the Trustees may (in accordance with Articles 30-34) delegate all financial matters to any committee and may empower such committee to resolve upon the operation of any bank account according to such mandate as it shall think fit whether or not requiring a signature of any Trustee, provided always that no committee shall incur expenditure on behalf of the Students' Union except in accordance with a budget which has been approved by the Trustees.
39. The meetings and proceedings of any committee shall be governed by the provisions of the Articles of Governance and the By-Laws regulating the meetings and proceedings of the Trustees so far as the same are applicable and are not superseded by any regulations made by the Trustees.

Expenses of Trustees

40. The Trustees may be paid all reasonable travelling, hotel and other expenses properly incurred by them in connection with their attendance at meetings of Trustees or committees of Trustees or general meetings of the Students' Union or otherwise in connection with the discharge of their duties.

Proceedings of Trustees

41. Subject to the provisions of the Articles of Governance and the By-Laws, the Trustees may regulate their proceedings as they think fit.
42. Four Trustees may, and the CEO at the request of four Trustees shall, call a meeting of the Trustees. Notice of every meeting of the Trustees, stating business to be considered at such meeting, shall be sent by post or by electronic communication to each Trustee at least seven clear days before such meeting unless urgent circumstances require shorter notice, but 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.
43. The Trustees will appoint a Lay Trustee to be Chair of the Board of Trustees for the duration of their term of office. The Trustees may at any time remove them from the office of Chair.
44. The President of the Students' Union will be the Deputy Chair of the Trustee Board unless another Elected Officer Trustee is appointed as Deputy Chair by a resolution of the Trustees. The Trustees may at any time remove them from the office of Chair.
45. Questions arising at a meeting shall be decided by a majority of votes. Trustees will at all times act with collective responsibility.
46. The quorum for the transaction of the business of the Trustees shall be seven (such quorum must include at least three Elected Officer Trustees and at least one Lay Trustee). Where the resolution or issue under discussion concerns a matter in respect of which some or all of the Trustees have a conflict of interest, the quorum shall be seven. Guests or observers may be invited, at the discretion of the Chair, to attend meetings of Trustees. Full Members of the Students' Union are welcome to attend all meetings of the Trustee Board, with the exception of meetings or agenda items that are deemed to be confidential by the Chair.
47. The continuing Trustees or a sole continuing Trustee may act notwithstanding any vacancies in their number. However, if and so long as the number of Trustees is less than the number fixed as a quorum, the Trustees may take steps to increase the number of Trustees (including arranging an election) so that there is a quorum.

- 48.** Unless they are unwilling to do so, the Chair shall preside at every meeting of Trustees at which they are present. If there is not a Trustee holding that office, or if the Trustee holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Deputy Chair shall preside. If neither are available or able to do so, the Trustees present may appoint one of their number to be chair of the meeting.
- 49.** All acts done by a meeting of Trustees, or of a committee of Trustees, or by a person acting in good faith as a Trustee shall, even if afterwards discovered that there was a defect in the appointment of any Trustee (excluding the election and selection process) or that any of them were disqualified from holding office, or had vacated office, or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a trustee and had been entitled to vote.
- 50.** Save where a Trustee is not entitled to vote on the resolution due to a conflict or otherwise a resolution in writing signed by all the Trustees entitled to receive notice of a meeting of Trustees or of a committee of Trustees shall be as valid and effectual as if it had been passed at a meeting of Trustees or (as the case may be) a committee of Trustees duly convened and held. The written resolution may consist of several documents in the like form each signed by one or more Trustees. The date of a written resolution of the Trustees shall be the date on which the last Trustee signs.
- 51.** The Trustees shall invite the Chief Executive to attend and speak at meetings of the Board of Trustees. The CEO shall not be entitled to vote or count in the quorum upon any business transacted at such meetings.
- 52.** The Trustees shall hold a minimum of 4 meetings in any Academic year.

Conflicts of Interest

- 53.** Whenever a person has a personal interest in a matter to be discussed at a meeting, and whenever a person has an interest in another organisation whose interests are reasonably likely to conflict with those of the Students' Union in relation to a matter to be discussed at a meeting they must:
- 53.1** declare an interest before discussion begins on the matter
 - 53.2** withdraw from that part of the meeting unless expressly invited to remain
 - 53.3** in the case of personal interests not be counted in the quorum for that part of the meeting
 - 53.4** in the case of personal interests withdraw during the vote and have no vote on the matter
 - 53.5** in particular these provisions shall apply to any matter that may directly or indirectly relate to the position of an Elected Officer Trustee who is or is to be remunerated by the Students' Union as an employee of the Students' Union.

Disqualification and Removal of Trustees

- 54.** The Office of a Trustee shall be vacated if:
- 54.1** they become prohibited by law from being a charity trustee
 - 54.2** they become bankrupt or make any arrangement or composition with their creditors generally
 - 54.3** they become incapable by reason of mental ill health, disorder or illness of managing and administering their own affairs
 - 54.4** they resign their office by notice to the Students' Union (but only if at least two Trustees will remain in office when the notice of resignation is to take effect)
 - 54.5** they are absent from two consecutive meetings of the trustees without apologies and/or good cause
 - 54.6** they are removed from office under Articles 55-57.

Removal of Elected Officer Trustees

- 55.** The Office of an Elected Officer Trustee shall be vacated if:
- 55.1** they are removed from office following the outcome of disciplinary processes or resignation as outlined in By-Law 16
 - 55.2** an officer removed under Article 55.1 shall be removed both from their remunerated Elected Officer position and as a Trustee.

Removal of Lay Trustees

- 56.** The Office of a Lay Trustee shall be vacated if:
- 56.1** they are removed by a resolution of the Trustees for not acting in the best interests of the Students' Union. Such a resolution will be passed by a simple majority of Trustees in accordance with the By-laws provided that:
 - 56.1.1** a majority of the Elected Officer Trustees vote in favour of removing the Trustee concerned; and
 - 56.1.2** a majority of the Lay Trustees vote in favour of removing the Trustee concerned, excluding the Lay Trustee themselves who may not vote on this resolution; and
 - 56.1.3.** a majority of the Student Trustees vote in favour of removing the Trustee concerned.

In the event of an equality of votes, the Chair shall not be entitled to a casting vote.

Removal of Student Trustees:

- 57.** The Office of a Student Trustee shall be vacated if:
- 57.1** they are removed from office by decision of the Student Disciplinary procedure in accordance with the By Laws.
 - 57.2** they are removed by a resolution of the Trustees for not acting in the best interests of the Students' Union. Such a resolution will be passed by a simple majority of the Trustees provided that a majority of the Elected Officer Trustees vote in favour of removing the Student Trustee and a majority of Lay Trustees vote in favour of removing the Student Trustee.
 - 57.3** the Trustee concerned shall not vote on the resolution, but the remaining Student Trustees will be able to vote. In the event of an equality of votes, the Chair shall not be entitled to a casting vote.

Replacement of Trustees

- 58.** Wherein a vacancy occurs on the Trustee Board as a result of the retirement, disqualification or removal of a Trustee, the following protocols shall be followed:
- 58.1** if a Student Trustee retires, is disqualified or removed from office at any time, the Returning Officer(s) shall be instructed to hold a By-Election in accordance with By-Law 9 and the vacancy shall remain until the elections have been held.
 - 58.2** if an Elected Officer Trustee retires, is disqualified or removed from office at any time, the position shall remain vacant until their successor has been elected.
 - 58.3** if a Lay Trustee retires, is disqualified or removed from office at any time, the Nominations Committee shall convene as soon as is possible to commence the process of appointing a replacement.

General Meetings

Annual General Meeting

59. The Students' Union shall hold an Annual General Meeting once in each calendar year. Not more than 18 months shall pass between the date of one Annual General Meeting and the next.
60. The Annual General Meeting shall be held at such time and place as the Trustees shall think suitable to allow the maximum number of members to attend.

Other General Meetings

61. The Trustees, or Union Council, may call a general meeting at any time. The Trustees shall call a general meeting on receiving a requisition to that effect signed by at least 2.5% of the members having the right to attend and vote at general meetings. General Meetings shall only take place to advise the Trustees and/or Union Council on matters of policy.

Length of Notice

62. An Annual General Meeting shall be called and clearly advertised by at least 10 clear working days' written notice.

Contents of Notice

63. Every notice calling an Annual General Meeting shall specify the place, day and time of the meeting and the general nature of the business to be transacted. This shall include, but is not necessarily limited to:
 - 63.1 Ratification of minutes of previous AGM
 - 63.2 Receiving the Trustees report
 - 63.3 Receiving the Accounts
 - 63.4 Appointment of Auditors
 - 63.5 Reviewing list of Affiliations
 - 63.6 Open questions to the Trustees by the members

Service of Notice

64. Notice of Annual General Meetings shall be given to every member and to the Trustees of the Students' Union. Every member has the right to attend Annual General Meetings and the right to vote.

Proceedings at Annual General Meetings

65. No business shall be transacted at any Annual General Meeting unless a quorum is present. Thirty people entitled to vote upon the business to be transacted, each being a member (but excluding Trustees) shall be a quorum.
66. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.
67. The Chair of the Board of Trustees, or in their absence some other Trustee nominated by the Trustees, shall preside as chair of the meeting, but if neither the Chair nor such other Trustee be present within fifteen minutes after the time appointed for holding the meeting and willing to act, the Trustees present shall elect one of their number to be chair and, if there is only one Trustee present and willing to act they shall be chair.

68. A Trustee may, even if not a member, attend and speak at any general meeting.
69. The Chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for ten working days or more, at least five clear working days' notice shall be given specifying the time and place of the adjourned meeting and the general nature General Meetings of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
70. A resolution put to the vote of a meeting shall be decided on a show of hands unless, before or on the declaration of the result of the show of hands, a poll is duly demanded. A poll may be demanded by the Chair, or by at least ten members having the right to vote at the meeting.

Votes of Members at Annual General Meetings

71. In a show of hands, every full member present shall have one vote. On a poll, every full member present shall have one vote.
72. In a show of hands or in a poll votes shall be cast by Full Members present showing their SHU cards. Unless otherwise stated, a simple majority shall be required in all matter decided by vote.
73. No other person shall have the power of a vote
74. No member may vote on any matter in which they are personally interested, or debate on such a matter, without in either case the permission of the majority of the members present in person at the meeting, such permission to be given or withheld without discussion. Membership of activity groups of the Students' Union and any related benefit to such members shall not constitute a personal interest for the purposes of these Articles.

Amendments to the Articles of Governance

75. The Trustees and Sheffield Hallam University shall review the Articles of Governance every five years with effect from the date that these Articles of Governance come into effect.
76. No alteration or amendment of the Articles of Governance should be made which would have the effect of the Students' Union ceasing to be a Charity. Any vote to amend the Articles, with the exception of the By-Laws as per Article 77, shall require the following:
- 76.1** a minimum threshold of 1500 of members voting by referendum
- 76.2** the approval of 75% of the members of the Students' Union who vote in the referendum; and
- 76.3** the approval of Sheffield Hallam University (where required for the purposes of compliance with Section 22 of the Education Act 1994)².

² the 'Student Feedback and Complaints Procedure' requires Board of Governor approval

By-Laws

- 77.** The governance and activity of the Students' Union must be carried out in accordance with the By-Laws. The Trustees and Union Council may from time to time make, repeal or alter By-Laws as to the management of the Students' Union and its affairs and working practices within the powers under the control of the Trustees, provided that this does not render the By-Laws inconsistent with these Articles of Governance. Changes to By-Law 1 (Membership), By-Law 7 (The Trustee Board), By-Law 10 (Elections) and By-Law 12 (Financial Regulation) require approval of the University's Board of Governors.

Referenda

- 78.** The Students' Union shall hold a Referendum for the purposes of agreeing policy and/or making revisions to these Articles of Governance and By-Laws where one is required in line with the provisions set out in By-Law 10.

Elected Officers

- 79.** The Elected Officers shall meet in accordance with the By-Laws. The Elected Officers' responsibility shall include, but not be limited to, the following:
- 79.1** representational: to promote and defend the rights of members
 - 79.2** campaigning: to campaign on issues affecting members
- 80.** Elected Officers will act with collective responsibility.

Union Council

- 81.** Union Council shall have the authority to:
- 81.1** represent the voice of students
 - 81.2** subject to Article 85 set the policy of the Students' Union, and refer policy to referenda of the members (in accordance with the By-Laws)
 - 81.3** make consequential amendments to specific By-Laws subject to Article 77
 - 81.4** receive a quarterly report from the Trustees
 - 81.5** appoint Honorary Life members in accordance with the By-laws
 - 81.6** through Accountability Panels, hold the Elected Officers to account for their representational work
- 82.** The composition of Union Council shall be as set out in By-Law 2.
- 83.** Members of Union Council shall be appointed in accordance with the By-Laws.
- 84.** Union Council shall meet in accordance with the By-Laws
- 85.** Decisions made by Union Council are only subject to the authority of the Trustee Board on the following grounds:
- 85.1.** financial considerations
 - 85.2.** charity or education law, or other legal requirements (including ultra vires)
 - 85.3.** reputation of the Students' Union
- 86.** All policies of the Students' Union and decisions made by Union Council are binding on all members of Union Council collectively and individually.

General

Minutes

87. The Trustees shall keep minutes of all proceedings at the Annual General Meeting of the Students' Union and of meetings of the Trustees, and of Committees of Trustees, including the names of the Trustees present at each such meeting and any such minute, if purported to be signed by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any member or Trustee of the Students' Union, be sufficient evidence of the proceedings. Unless deemed sensitive or confidential, the minutes of the meetings will be available to members.

Accounts and Reports

88. The Trustees shall comply with the requirements of the Education Act 1994 and the Charities Act 2010 (or any statutory re-enactment or modification of those Acts) as to keeping financial records, the audit or examinations of accounts.
89. The members of the Students' Union have the right to ask the Trustees questions in writing about the content of any documents referred to in Articles 87 and 88.

Notices

90. Subject to Article 91, any notice to be given to or by any person pursuant to the Articles of Governance shall be in writing except that a notice calling a meeting of the Trustees need not be in writing.
91. The Students' Union may give any notice to a member either personally or by sending it by post in a prepaid envelope addressed to the member at their address or by leaving it at that address or by facsimile or by electronic means to their address or by posting it on the Students' Union website.
92. A member present at any meeting of the Students' Union shall be deemed to have received notice of the meeting and, where requisite, of the purpose for which it was called.
93. Proof that an envelope containing a notice was properly addressed, prepaid and posted or a receipt of an electronic mail sent or a dated article posted on the Students' Union website shall be conclusive evidence that notice was given. A notice shall be deemed to be given at the expiration of 48 hours after the envelope containing it was posted or in the case of a notice posted on the Students' Union's website at the expiration of 48 hours after it was posted.

Indemnity

94. Subject to the provisions of the Act, but without prejudice to any indemnity to which a Trustee may otherwise be entitled, every Trustee or other officer or auditor of the Students' Union may be indemnified out of the assets of the Students' Union against any liability incurred by them in defending any proceedings, whether civil or criminal, in which judgement is given in their favour or in which they are acquitted or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Students' Union, and against all costs, charges, losses, expenses or liabilities incurred by them in the execution and discharge of his or her duties or in relation thereto provided that no such indemnity shall extend to:

- 94.1** any claim arising from any liability incurred by the Trustees to pay a fine imposed in criminal proceeding or a sum payable to a regulatory authority by way of a penalty in respect of noncompliance with any requirement of a regulatory nature (however arising);
- 94.2** any liability incurred by the Trustees in defending any criminal proceedings in which the Trustees are convicted of an offence arising out of any fraud or dishonestly, or wilful or reckless misconduct;
or
- 94.3** any liability incurred by the Trustees to the Students' Union that arises out of any conduct which the Trustees knew (or must reasonably be assumed to have known) was not in the interests of the Students' Union or in the case of which they did not care whether it was in the best interests of the Students' Union or not

Trustees Indemnity Insurance

- 95.** The Trustees shall have the power to resolve, pursuant to Article 9.25, to effect Trustees' indemnity insurance, despite their interest in such policy

By-Law 1 - Membership

Full Members	<ol style="list-style-type: none"> 1. All enrolled students of Sheffield Hallam University are Full Members of Sheffield Hallam Students' Union, unless they have opted out by notifying Sheffield Hallam University of their wish not to be a member of the Students' Union. 2. Full Members may be represented by the Students' Union on matters within the scope of these Articles of Governance, to Sheffield Hallam University and other external bodies who may seek the views of a Full Member or to whom the Students' Union may wish to make representations on behalf of a Full Member. 3. Full Members shall be entitled to: <ol style="list-style-type: none"> 3.1 participate in the governance of the Students' Union by being eligible to: <ol style="list-style-type: none"> 3.1.1 vote in Elections, join in the petition for a Referendum and vote in any Referendum. 3.1.2 attend and vote at Students' Union General Meetings 3.1.3 stand for election as an Elected Officer or any other Representative or Committee post within the structures of the Students' Union, subject to any rules or regulations laid down for elections 3.1.4 submit policy ideas for the approval of Union Council 3.1.5 hold Officers and Representatives to account in accordance to By-Law 14. 3.2 Participate in the activities of Sheffield Hallam Students' Union and its affiliated Student Groups, and to use the services and amenities provided by, or for the intended use of, Full Members of the Students' Union. 3.3 Attend and observe meetings of the Union Council and other Committees, except those dealing with issues relating to personnel or discipline. However, only members of the Union Council or the specific Committee in question have the right to speak or vote. 3.4 Reasonable and timely access to published information regarding the conduct of the Students' Union's affairs and finances, including: <ol style="list-style-type: none"> 3.4.1 these Articles of Governance, Policies, Officer and Representative Accountability reports and the ratified minutes of any Students' Union meeting, except those dealing with issues relating to personnel or discipline. 3.4.2 the Annual Accounts of the Students' Union 3.4.3 the Annual Impact Report on the affairs, activities and impact of the Students' Union 3.4.4 the list of organisations and bodies to which the Students' Union is affiliated, including details of any subscription or affiliation fees paid, and the amount and nature of any donations made to such organisations. <p style="text-align: center;">Requests for such information should be directed through the President.</p>
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	<p>4. A member shall cease to be a member of the Students' Union when they cease to be a student, or opt out of membership by giving notice to the Students' Union or University, and/or when they cease to be an Elected Officer (save where the Elected Officer is returning to their status as a student). Membership rights may be withdrawn or suspended in accordance with these Articles of Governance.</p>
Associate Members	<p>5. Any employee of the University or of the Students' Union is considered to be an Associate Member of the Students' Union, subject to any conditions to be applied generally to Associate Members and approved by the Union Council. A valid staff SHU card will be recognised as evidence of Associate membership.</p> <p>6. Associate Members shall not be entitled to participate in the governance of the Students' Union in any way, and in particular shall not be entitled to stand for election or vote in any election for any representative or committee post within the structures of the Students' Union.</p> <p>7. The status of an Associate Member and the benefits of membership which may be enjoyed by an individual Associate Member are subject at all times to the Disciplinary Regulations set out in the By-Laws and decisions made under them. Membership rights may be withdrawn or suspended in accordance with these Articles of Governance.</p>
Life Members	<p>8. All former members of Sheffield Hallam Students' Union are eligible to become Life Members. The Union Council shall decide the form of application and any relevant charges for Life Membership, which is subject to such rights and obligations as the Union Council considers appropriate. Life Membership will not be granted to anyone who has been expelled from the University or permanently excluded from the Students' Union. Membership rights may be withdrawn or suspended in accordance with these Articles of Governance.</p> <p>9. Life Members shall not be entitled to participate in the governance of the Students' Union in any way, and in particular shall not be entitled to stand for election or vote in any election for a representative or committee post within the structures of the Students' Union.</p> <p>10. Life Members (subject to any relevant rules and regulations made by the Union Council and subject to the payment of such annual fee required by the Student Group) shall be entitled to participate in the activities of the Students' Union and its affiliated Student Groups (but not to stand for election for committee posts within these Groups), and to use the services and amenities provided by or for the intended use of the Life Member.</p> <p>11. The Union Council may confer Honorary Life Membership to anyone they consider to be suitable on such terms as they shall determine. There shall be no fee or charge levied for Honorary Life Membership. Elected Officers shall be conferred Honorary Life Membership upon completion of their term in Office.</p> <p>12. The status of Life Member, and the rights and privileges attached, shall at all times be subject to review or repeal by the Union Council, who may withdraw any or all of the privileges set out above. There shall be no right of appeal and any review or repeal by the Union Council is final.</p>

	<p>13. The status of a Life Member and the benefits of membership which may be enjoyed by an individual Life Member are subject at all times to the Disciplinary Regulations set out in the Article of Governance and By-Laws, and decisions made under them. Membership rights may be withdrawn or suspended in accordance with these Article of Governance and By-Laws.</p>
Reciprocal Members	<p>14. Students who are members of any other Students' Union that is affiliated to the National Union of Students shall be recognised as reciprocal members of Sheffield Hallam Students' Union whilst they are living in or visiting Sheffield. The Union Council may also grant Reciprocal Membership to members from other student organisations.</p> <p>15. Reciprocal Members shall be entitled to use all services and facilities provided for their intended use.</p> <p>16. Reciprocal members are not entitled to participate in any way in the governance of the Students' Union, and in particular are not entitled to stand for election, or vote in any election for any representative or committee post in the Students' Union.</p> <p>17. Reciprocal Membership will lapse when the member ceases to qualify as a Reciprocal Member.</p> <p>18. Reciprocal Members shall be required to abide by the provisions of these Articles of Governance at all times while on Students' Union Premises, or premises operated for or on behalf of the Students' Union. Any breach of those provisions shall be considered a breach of discipline, and any or all privileges of membership may be withdrawn at the discretion of Union Council. There shall be no right of appeal and the decision of the Union Council is final.</p>
Opted Out Students	<p>19. All students have the right to opt out of Students' Union membership, this should be indicated at enrolment, and the decision remains effective for the duration of the course of study. A student may subsequently "opt in" to Students' Union membership at any point by writing to the Sheffield Hallam Students' Union.</p> <p>20. An Opted Out Student is entitled to receive a SHU Card which indicates that the student is not a member of the Students' Union. Students who choose not to be members of the Students' Union shall be entitled to be a member of all Student Groups, to use the facilities and services and to participate in Students' Union activities. Opted out students are not entitled to participate in any way in the governance of the Students' Union, and in particular are not entitled to stand for election, or vote in any election for any representative or committee post in the Students' Union.</p> <p>21. An Opted Out Student and the benefits to which they may be entitled are subject at all times to the Disciplinary Regulations and decisions made under them.</p>

<p>General matters applicable to all members</p>	<p>22. Identity of Members Each member and Opted Out Student will receive proof of their status as a member or Opted Out Student by way of a SHU card, which remains the property of the University at all times.</p> <p>23. Disciplinary Matters These Articles of Governance are binding on all members and all Opted Out Students whilst engaging in Students' Union activities of any kind or whilst on Students' Union Premises. Any breach of these provisions shall be considered a breach of discipline, which may result in any or all privileges of membership being withdrawn, in accordance with these Articles of Governance.</p> <p>24. Fees, Charges and Expenses There are no fees, charges or expenses to be incurred by individual students for their membership of the Students' Union, although fees may be levied upon Life Members at the discretion of Union Council. There may be fees, charges and expenses relating to participation in the services and activities provided by the Students' Union, including membership of Student Groups. There will, under no circumstances, be fees, charges or expenses levied in relation to participation within the governance of the Students' Union.</p> <p>25. Facilities, Activities and Services It is the duty of the Trustee Board to maximise the benefits of membership of the Students' Union so far as is reasonably possible within the resources available to the Students' Union. This obligation is owed to all members and Opted Out Students. Therefore the activities, facilities, services and benefits of membership of the Students' Union available to members or Opted Out students referred to in this Schedule may be varied from time to time by the Trustee Board.</p> <p>26. Membership Status</p> <p>26.1 Membership of the Students' Union, the holding of an office by an Elected Officer and the rights of an Opted Out Student will immediately cease on the happening of any of the following events:</p> <p>26.1.1 the member, or the Opted Out Student, ceasing to be a Student through being suspended or expelled from the University</p> <p>26.1.2 the member, or the Opted Out Student voluntarily ceasing to be a Student</p> <p>26.1.3 an Associate Member ceasing to be employed by either the Students' Union or the University</p> <p>26.1.4 there being a valid decision under the Disciplinary Regulations that the membership or rights should cease.</p> <p>26.2 Union Council may confirm the cessation of any membership rights for the reasons set out above and in making that decision the Union Council may rely on whatever evidence appears to them in their discretion to be reasonable.</p>
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By-Law 2 – The Representative Committee

<p>General Provision</p>	<p>1. Subject to the provisions of these Articles of Governance and its legal obligations, the Representative Committee shall have the following duties which, in addition to those set out elsewhere, are owned by the Representative Committee collectively.</p>
<p>Membership and Quoracy of the Representative Committee.</p>	<p>2. Membership of the Representative Committee:</p> <p>Chair: President Deputy Chair: Deputy President (as elected by Full Time Officers) Business, Technology and Engineering College Officer Health, Wellbeing and Life Sciences College Officer International Students’ Officer Social Sciences and Arts College Officer Wellbeing, Sport and Physical Activity Officer BME Students’ Rep Disabled Students’ Rep LGBT+ Students’ Rep Mature Students’ Rep Part Time Students’ Rep Postgraduate Research Students’ Rep Postgraduate Taught Students’ Rep Student Parents and Carers Rep Trans Students’ Rep Women’s Rep</p> <p>3. Quoracy of the Representative Committee</p> <p>Quoracy of the Rep Committee shall be:</p> <ul style="list-style-type: none"> • During term time, 8 members of Representative Committee of which at least 4 shall be Elected Officers. • Out of term time – 4 members of Representative Committee of which at least 3 shall be Elected Officers. • The CEO, or their Deputy, is entitled to attend and speak at meetings of the Representative Committee but shall not be entitled to vote. <p>The Representative Committee are entitled to support in the administration of their meetings by a member of Students’ Union staff, nominated by the CEO, who shall attend meetings but shall not be entitled to vote.</p>
<p>Convening of meetings of the Representative Committee</p>	<p>4. Meetings of the Representative Committee shall be called by the President. Other members of the Committee may request a meeting of the Committee, or a vote by the Committee on a specific topic, by writing to the President.</p> <p>5. The Representative Committee shall aim to meet monthly during term time.</p>
<p>Duties of the Representative Committee</p>	<p>6. To implement and administer recommendations from the Students’ Union Council.</p> <p>7. To lead on the development and delivery of all Students’ Union campaigns and campaigning activity.</p> <p>8. To develop, interpret and be responsible for the implementation of policies.</p>

	<ol style="list-style-type: none"> 9. To be the body which gives executive effect to the decisions of Union Council and to be responsible for ensuring that the activities of the Students' Union are carried out efficiently and effectively. 10. To ensure that all Students' Union business is conducted in accordance with these Articles of Governance, the By- Laws, the policies and all applicable laws. 11. To make proposals to the Students' Union Council and to the Board of Trustees, as appropriate, on any matters affecting the Students' Union or its members. 12. To ensure that Representative Committee meetings are conducted in accordance with these Articles of Governance and By-Laws. 13. To represent, and negotiate on behalf of, the Students' Union of any Full Member, with the University and any internal or external organisation. 14. To be collectively accountable to the student body and the Students' Union Council. 15. To promote equality of opportunity, and to represent the proper concerns and interests of the students both within the University and the wider community.
<p>Powers of the Representative Committee</p>	<ol style="list-style-type: none"> 15. The Representative Committee shall have the following powers: <ol style="list-style-type: none"> 15.1 To allocate resources from agreed budgets to support the campaigning and representational priorities of Elected Officers and Representatives and to determine campaigning activities. 15.2 To delegate the duties and powers of the Representative Committee to Elected Officers, Part-Time Representatives and/or the CEO of the Students' Union to act on behalf of the Representative Committee. 15.3 To peer supervise and be jointly accountable for the work of Elected Officers and Representatives of the Students' Union. 15.4 To convene sub-committees and working groups from amongst the membership of the Representative Committee to work on specific issues and projects. 15.5 In the absence of a quorate Students' Union Council, where a decision on a matter is urgently required, the Representative Committee shall, with the consent of the Board of Trustees, have the authority to make plenary decisions, provided that: <ol style="list-style-type: none"> 15.5.1 the Officers are not so given power to alter the Articles of Governance unilaterally, or to resolve that the Students' Union be wound up. 15.5.2 this authority is only used in exceptional circumstances.
<p>Accountability of the members of the Representative Committee</p>	<ol style="list-style-type: none"> 16. As elected officers and representatives, the members of the Representative Committee are ultimately accountable to the membership of the Students' Union. Members of the Representative Committee shall be held to account through: <ol style="list-style-type: none"> 16.1 Accountability panels, with a membership determined by Union Council, shall be held for all Full Time Officers twice in each Academic Year. 16.2 Students' Union Council, who will receive reports from Full Time Officers and Part Time Representatives regularly throughout the year. 16.3 The President, who will regularly meet with members of the Representative Committee individually and support in the delivery of manifesto objectives.

By-Law 3 - Specific titles, duties and responsibilities of Elected Officers

<p>General Provision</p>	<ol style="list-style-type: none"> 1. The description of the duties and responsibilities of members of the Representative Committee are for guidance only. 2. The Elected Sabbatical Officers are collectively and individually responsible for: <ol style="list-style-type: none"> 2.1 Representing the best interests of all members of the Sheffield Hallam Students' Union. 2.2 Supporting and working in partnership with elected Students' Union Representatives. 2.3 All the representative structures of the Students' Union. 2.4 Promoting and defending the rights and interests of students. 2.5 Encouraging and promoting student involvement within the Students' Union. 2.6 Campaigning and lobbying on issues affecting students. 3. The generic duties and responsibilities of all elected officers are detailed in their role descriptions and all officers have the duty: <ol style="list-style-type: none"> 3.1 To be a visible and accessible representative of all students 3.2 To represent Sheffield Hallam students to the University and other stakeholders. 3.3 To actively lobby, influence and campaign on behalf of students. 3.4 To be mindful of, and seek to improve, the welfare of all students. 3.5 To attend Trustee Board meetings, Union Council meetings and any other meetings as required, including but not limited to sub-committees of these bodies. 3.6 To be knowledgeable of and adhere to all Sheffield Hallam Students' Union policies, Strategic Plan and Articles of Governance. 3.7 To work closely with key Sheffield Hallam Students' union staff to deliver objectives and area of work. 3.8 To support Students' Union Elected Representatives in their campaigning activity. 3.9 If applicable, to feed into the Students' Union election process. 3.10 To adhere to the principle of collective responsibility and decision making. 4. Elected Officers shall: <ol style="list-style-type: none"> 4.1 Maintain their status as Full Members of the Students' Union throughout the period in which they hold office. 4.2 Serve the interests of the Students' Union and its Members and conduct their duties during the Financial Year of their appointment. 4.3 Alone, or with others as appropriate, discharge all duties and responsibilities established in accordance with these Articles of Governance and By-Laws. 4.4 Alone, or with others, discharge any further duties and responsibilities which may be delegated to them by Union Council or the Trustee Board. 4.5 Receive remuneration as determined according to the Articles of Governance for the services they provide to the Students' Union throughout the period of elected office. 4.6 Be accountable individually and collectively to the Membership. 5. The duties and responsibilities set out in this By-Law may be transferred from one elected sabbatical officer to another by agreement of Union Council, The Trustee Board and the officers concerned.
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	<p>6. The Elected Officers will elect a Deputy to the President from amongst the Elected Officers. The Deputy President will take on the responsibilities and powers of the President in the event of a long term or permanent absence of the post holder.</p> <p>7. It is recognised that the Students' Union operates within a Strategic Plan, and requires medium- and long-term planning. The Elected Sabbatical Officers therefore are required to fulfil their duties and responsibilities mindful of decisions which have been taken in the past, and with awareness of the impact of their decisions on the future.</p>
Post	President
Purpose of the role	<p>The President is:</p> <ul style="list-style-type: none"> • Lead representative of students to the University, including being a member of the University Board of Governors. • The lead officer for the development, implementation and monitoring of the Students' Union's strategic and financial plans. • A Trustee of the Students' Union and Deputy Chair of the Trustee Board. • The main point of contact for the University and Board of Governors, NUS, the community and the media.
Responsible to	<ul style="list-style-type: none"> • The Students' Union Council • The membership, via reports submitted to the Students' Union Council. • Representative Committee • The Trustee Board
Responsible for	<p>The President is responsible for:</p> <ul style="list-style-type: none"> • Student representation within the student body, to the University and to various local and national bodies. • The effective performance and functioning of the Students' Union governance and democratic structures. • Leadership of non-academic student groups. • Leadership of the Elected Officer and Elected Rep team to ensure the delivery of their objectives and to ensure that issues raised by Officers are escalated where appropriate. • Ensuring accountability of the Representative Committee to the Students' Union Council
Duties and Responsibilities	<p>All the main duties and responsibilities of the President are detailed in the job description and shall include:</p> <ul style="list-style-type: none"> • To attend meetings of the Trustee Board, Union Council, Annual General Meeting and any other relevant Students' Union meetings. • To act as Chair of the Representative Committee and other meetings as determined by Students' Union Council. • To attend University Committee meetings as required to effectively represent the interests of Sheffield Hallam students. • To represent Sheffield Hallam students as a member of the University Board of Governors, and to appoint a second Student Governor from amongst the Elected Officers. • To act as Deputy Chair of the Trustee Board and to Chair the Representative Committee. •

	<ul style="list-style-type: none"> • To ensure that the requirements of these Articles of Governance are upheld, and to bring recommendations to the Union Council for ensuring that both these Articles of Governance and all policies are maintained and implemented. • To be the lead officer on the development, implementation and monitoring of the Students' Union strategic plan(s) • To be the lead officer in ensuring that the Students' Union is operating in an environmentally sustainable way. • To lead the delegation from the Students' Union to Annual and Extraordinary NUS Conferences so long as Sheffield Hallam Students' Union is an affiliate member of the NUS. • To agree and monitor individual objectives and identify training needs with Elected Officers. • To work with Elected Officers to ensure objectives and plans are identified and that appropriate support is in place to ensure they can achieve their goals. • To take responsibility for the running of Students' Union priority campaigns not undertaken by any other member of the Representative Committee. • Any other reasonable duties and responsibilities as agreed with Union Council.
Post	College Officer(s) - Business, Technology and Engineering; Health, Wellbeing and Life Sciences; Social Sciences and Arts
Purpose of the role	<p>The College Officer(s) are:</p> <ul style="list-style-type: none"> • The lead officer for the representation of students within their College and responsible for promoting engagement of members of the College with the Students' Union. • A key representative of students to the University and local community, including membership of relevant College and University level Committees. • A Trustee of the Students' Union and member of Union Council.
Responsible to	<ul style="list-style-type: none"> • Students' Union Council • The membership, via reports submitted to Students' Union Council. • The President • Representative Committee • The Trustee Board
Responsible for	<p>The College Officer(s) are responsible for:</p> <ul style="list-style-type: none"> • Student representation within the College and wider University. • Supporting and leading Department Reps and Academic Societies within their College. • Promoting student welfare issues at College level and contributing to ensuring the College provides an inclusive and equitable experience for all students. • Driving engagement at College level, contributing to a sense of belonging and engaging members of the College with the wider Students' Union. • All educational and academic matters that affect students including educational campaigns, student surveys, timetabling and placements
Duties and Responsibilities	<p>All the main duties and responsibilities of the College Officer(s) are detailed in the job description and shall include:</p> <ul style="list-style-type: none"> • To attend meetings of the Trustee Board, Union Council, Annual General Meeting and any other relevant Students' Union meetings.

	<ul style="list-style-type: none"> • To attend University Committee meetings as required to effectively represent the interests of Sheffield Hallam students. • To ensure that the requirements of the Articles of Governance as relating to student led activity are upheld and utilised to build engagement with students. • To support and be accountable to student representatives and academic societies in their College and to work with staff to develop these groups so they fulfil their purpose. • To be the lead officer on academic and welfare issues within a College, ensuring that the Students' Union provides an outstanding and enriching experience to students within the College. • To champion, promote and support the work of student representatives within the University, local community and nationally. • To assist with the co-ordination and training of student representatives. • To co-ordinate and publicise the Students' Union priority campaigns on academic related matters. • To work with the Advice Service staff and student reps to support students with issues affecting their academic life. • To encourage student involvement and engagement throughout the College in partnership with University and Students' Union staff. • To participate fully in Students' Union activities, including leading on relevant portfolio activities. • Any other reasonable duties and responsibilities as agreed with Union Council.
Post Wellbeing, Sport and Physical Activity Officer	
Purpose of the role	<p>The Wellbeing, Sport and Physical Activity Officer is:</p> <ul style="list-style-type: none"> • The lead officer for the promotion and development of wellbeing, sport and physical activity initiatives within the Students' Union, University and local community. • A key representative of students to the University and local community, including membership of relevant Committees. • A Trustee of the Students' Union and member of Union Council.
Responsible to	<ul style="list-style-type: none"> • Students' Union Council • The membership, via reports submitted to Students' Union Council. • The President • Representative Committee • The Trustee Board
Responsible for	<p>The Wellbeing, Sport and Physical Activity Officer is responsible for:</p> <ul style="list-style-type: none"> • Student representation within the student body, to the University and to local and national bodies on wellbeing, sport and physical activity initiatives. • Lobbying for and influencing the University Wellbeing strategy and promoting initiatives that support student wellbeing. • Lobbying for and influencing an effective sports strategy within the University that promotes high levels of participation as well as effective support for elite provision.

Duties and responsibilities	<p>All the main duties and responsibilities of the Wellbeing, Sport and Physical Activity Officer are detailed in the job description and shall include:</p> <ul style="list-style-type: none"> • To attend meetings of the Trustee Board, Union Council, Annual General Meeting and any other relevant Students' Union meetings. • To attend University Committee meetings as required to effectively represent the interests of Sheffield Hallam students. • To ensure that the requirements of the Articles of Governance are upheld and utilised to build engagement with students. • To ensure the Students' Union and University put student wellbeing at the core of its activity and driving initiatives aimed at enhancing students physical and emotional wellbeing. • To be the lead officer on the University Sports Strategy, ensuring that sporting opportunities give a positive and valuable experience to those who participate. • To take responsibility for the running of the Students' Union wellbeing and health campaign(s). • To be the lead officer on the University Wellbeing Strategy, ensuring that student wellbeing is central within the University. • To be the lead officer for organising and promoting Varsity. • To champion, promote and support the work of sports clubs within the Students' Union, University, local community and nationally. • To work with College Officers to support College level initiatives to address student physical and mental health issues. • Any other reasonable duties and responsibilities as agreed with Union Council.
Post International Students' Officer	
Purpose of the role	<p>The International Students' Officer is:</p> <ul style="list-style-type: none"> • The lead officer for the representation of International Students at University level and for ensuring the Students' Union and University retain a global outlook. • A key representative of students to the University and local community, including membership of relevant Committees. • A Trustee of the Students' Union and member of Union Council.
Responsible to	<ul style="list-style-type: none"> • Students' Union Council • The membership, via reports submitted to Students' Union Council. • The President • Representative Committee • The Trustee Board
Responsible for	<p>The International Students' Officer is responsible for:</p> <ul style="list-style-type: none"> • Student representation within the University on issues relating to international students, or opportunities for UK students to engage in global activities. • Driving engagement within the Students' Union for International students. • Supporting and leading Cultural Societies and Committees. • The representation of students studying at overseas partner institutions.

Duties and responsibilities	<p>All the main duties and responsibilities of the International Students' Officer are detailed in the job description and shall include:</p> <ul style="list-style-type: none"> • To attend meetings of the Trustee Board, Union Council, Annual General Meeting and any other relevant Students' Union meetings. • To attend University Committee meetings as required to effectively represent the interests of Sheffield Hallam students. • To ensure that the requirements of the Articles of Governance are upheld and utilised to build engagement with students. • To ensure the Students' Union and University provide an excellent experience for International Students. • To be the lead officer on University groups and initiatives relating to global engagement and International students. • To support International Student groups in their integration into the Students' Union and University and to lead campaigns on issues relating to international students and global engagement. • To support International and Cultural Societies and to enhance engagement within the Students' Union from overseas students. • To ensure that all International Students are able to participate fully in the Students' Union and the University. • Responsible for ensuring the University provides opportunities and home and international students to participate as global citizens. • Any other reasonable duties and responsibilities as agreed with Union Council
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By-Law 4 - Elected Representatives

General Provision	<ol style="list-style-type: none"> 1. The Elected Representatives are collectively and individually responsible for: <ol style="list-style-type: none"> 1.1 representing specific groups of students. 1.2 supporting and working in partnership with elected Students' Union Officers and Representatives. 1.3 promoting and defending the rights and interests of students 1.4 encouraging and promoting student involvement within the Students' Union. 1.5 campaigning and lobbying on issues affecting students. 2. The generic duties and responsibilities of all Elected Representatives are detailed in their role descriptions and all representatives have the duty: <ol style="list-style-type: none"> 2.1 to be a visible and accessible representative of the specific student group/constituency they represent. 2.2 to represent Sheffield Hallam students to the University and other stakeholders as appropriate. 2.3 to actively lobby, influence and campaign on behalf of students 2.4 to attend Union Council meetings and any other meetings as required, including but not limited to sub-committees of these bodies 2.5 to be knowledgeable of and adhere to all Sheffield Hallam Students' Union policies, Strategic Plan and Articles of Governance. 2.6 to work closely with key Sheffield Hallam Students' Union staff to deliver objectives and area of work. 2.7 to adhere to the principle of collective responsibility and decision making.
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	<p>3. Elected Representatives shall:</p> <p>3.1 maintain their status as Full Members of the Students' Union throughout the period in which they hold office</p> <p>3.2 Serve the interests of the Students' Union and its members for the length of the Academic Year in which they are elected</p> <p>3.3 Alone, or with others as appropriate, discharge all duties and responsibilities established in accordance with these Articles of Governance and By-Laws</p> <p>3.4 alone, or with others, discharge any further duties and responsibilities which may be delegated to them by Union Council or the Trustee Board</p> <p>3.5 be accountable individually and collectively to the Membership through the Students' Union Council.</p> <p>4. It is recognised that the Students' Union operates within a Strategic Plan, and requires medium- and long-term planning. The Elected Representatives therefore are required to fulfil their duties and responsibilities mindful of decisions which have been taken in the past, and with awareness of the impact of their decisions on the future.</p>
Post	Liberation Reps
	<p>There will be five Liberation Reps, covering each of the Liberation Groups as defined by these Articles of Governance:</p> <ul style="list-style-type: none"> • Black and Minority Ethnic (BME) Students' Rep • Disabled Students' Rep • LGBT+ Students' Rep • Transgender Students' Rep • Women's Rep
Purpose of the role	<p>The Liberation Group Reps are the lead representatives of students that self-define into the Liberation Groups within the Students' Union. They exist to represent the interests of their membership and to seek to improve all aspects of their student life.</p>
Responsible to	<ul style="list-style-type: none"> • Students' Union Council. • The membership via accountability reports submitted to Union Council. • Relevant Committees of students who self-define into the relevant liberation group(s). • The President.
Responsible for	<p>The Liberation Reps are individually accountable for:</p> <ul style="list-style-type: none"> • The representation of students that fall within their Liberation Group, ensuring that students' interests are represented within the University, Students' Union and local community. • Chairing their Liberation Committees and ensuring they are effective. • Running campaigns to achieve positive changes in the student experience of their membership. • Ensuring that the Students' Union is aware of significant concerns or issues in relation to the experience of students within their liberation group. • Developing Students' Union policy that will improve the lives of students through Union Council.

Duties and Responsibilities	<p>All the main duties and responsibilities of the Liberation Reps are detailed in the role description and shall include:</p> <ul style="list-style-type: none"> • To attend meetings of the Union Council and any other relevant Students' Union meetings. • To act as Chair of their Liberation Committee, working with Officers and relevant staff to ensure these committees are supported and effective. • To attend University Committee meetings as required to effectively represent the interests of students within their Liberation Group. • To run campaigns and/or events to create positive change in students' experiences and to build a supportive community for students that define within Liberation Groups. • To review and act upon the wide range of student data across the University, including understanding the discrimination and barriers that underrepresented students face. • To encourage members of Liberation Groups to engage in the Students' Union and take advantage of opportunities to create positive change and develop important life skills. • To promote and champion equality, diversity and inclusion across the Students' Union, University and local community. • Any other reasonable duties and responsibilities as agreed with Union Council.
Post	Section Reps
	<p>There will be five section reps, covering each mode of study or aspect of student life that results in students facing a specific set of challenges or barriers. The Section Reps shall be:</p> <ul style="list-style-type: none"> • Mature Students' Rep • Part-Time Students' Rep • Postgraduate Research Students' Rep • Postgraduate Taught Students' Rep • Student Parents and Carers Rep
Purpose of the role	<p>The Section Reps are the lead representatives of students that have a specific mode of study or aspect of their student life which gives rise to a specific set of barriers. They exist to represent the interests of their membership and to seek to improve all aspects of their student life.</p>
Responsible to	<ul style="list-style-type: none"> • Students' Union Council. • The membership via accountability reports submitted to Union Council. • Relevant Committees of students who are classed by the University as being part of the relevant section(s). • The President.
Accountable for	<p>The Section Reps are individually accountable for:</p> <ul style="list-style-type: none"> • The representation of students that fall within their section, ensuring that students' interests are represented within the University, Students' Union and local community. • Supporting and overseeing relevant committees, where they are required and exist. • Running campaigns to achieve positive changes in the student experience of their membership. • Ensuring that the Students' Union is aware of significant concerns or issues in relation to the experience of students within their section. • Developing Students' Union policy that will improve the lives of students through Union Council.

Duties and responsibilities	<p>All the main duties and responsibilities of the Section Reps are detailed in the role description and shall include:</p> <ul style="list-style-type: none"> • To attend meetings of the Union Council and any other relevant Students' Union meetings. • To act as Chair of their Committee if it exists, working with the Elected Officers and relevant staff to ensure these committees are supported and effective. • To attend University Committee meetings as required to effectively represent the interests of students within their Section Group. • To run campaigns and/or events to create positive change in students' experiences and to build a supportive community for students within their Section Group. • To review and act upon the wide range of student data across the University, including the barriers that their students face. • To encourage members of Section Groups to engage in the Students' Union and take advantage of opportunities to create positive change and develop important life skills. • To promote and champion equality, diversity and inclusion across the Students' Union, University and local community. • Any other reasonable duties and responsibilities as agreed with Union Council.
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By-Law 5 - Annual General Meeting

Annual General Meeting	<ol style="list-style-type: none"> 1. The Annual General Meeting of Sheffield Hallam Students' Union shall operate in accordance with Articles 59 to 74 of the Articles of Governance. The Annual General Meeting shall be a forum through which members are able to scrutinise the Students' Union accounts and Trustees Report and approve affiliations to the Students' Union and appoint Auditors. Quorum for this meeting shall be not less than 30 Full Members of Sheffield Hallam Students' Union. 2. The Annual General Meeting shall be chaired by the Chair of the Students' Union Trustee Board.
Extraordinary General Meeting	<ol style="list-style-type: none"> 3. An Extraordinary Students' Union General Meeting may be convened in accordance with Article 61 of the Articles of Governance.
Rights to Attend, Speak and Vote at the Students' Union Annual General Meeting	<ol style="list-style-type: none"> 4. All Full Members shall be entitled to attend, speak and vote at Students' Union General Meetings. 5. Associate Members, Life Members, Reciprocal Members and Opted Out Students shall; <ol style="list-style-type: none"> 5.1 be entitled to attend a Students' Union Annual General Meeting or Extraordinary General Meeting; 5.2 not be entitled to speak or vote at a Students' Union Annual General Meeting or Extraordinary General Meeting. 6. Lay Trustees are entitled to attend and speak at Students' Union General Meetings but shall not be entitled to vote. 7. The CEO is entitled to attend and speak at Students' Union General Meetings but shall not be entitled to vote.

By-Law 6 - Union Council

<p>Purpose and powers of Students' Union Council</p>	<p>1. Within the representative part of the Students' Union, Students' Union Council is the highest decision making body, with responsibility for, but not restricted to, policy making, campaigning, and holding elected officers to account. It represents all students at the highest level and ensures all decisions are made in the best interests of the student body. Union Council shall have the powers stated in Articles 81-86 of the Articles of Governance.</p>
<p>Composition of Union Council</p>	<p>2. The composition of Union Council shall be:</p> <p>2.1 Union Council Chair (elected by cross campus ballot)</p> <p>2.2 All Elected Officers and Elected Representatives (elected by cross campus ballot as per By-Law 10)</p> <ul style="list-style-type: none"> • Business, Technology and Engineering College Officer • Health, Wellbeing and Life Sciences College Officer • International Students' Officer • President • Social Sciences and Arts College Officer • Wellbeing, Sport and Physical Activity Officer • BME Students' Rep • Disabled Students' Rep • LGBT+ Students' Rep • Mature Students' Rep • Part-Time Students' Rep • Postgraduate Research Students' Rep • Postgraduate Taught Students' Rep • Student Parents and Carers Rep • Trans Students' Rep • Women's Rep <p>2.3 A nominated representative from each of the Working Committees of the Students' Union Council</p> <p>2.4 Six Open Space Reps (elected by cross campus ballot).</p> <p>3. The Committee Secretary will be a relevant operational manager from within the Students' Union as appointed through the Chief Executive and the Minute Secretary will be provided by staff support from within the relevant area.</p> <p>4. Provided that quoracy levels are met (as set out in the Quorum of Meetings of the Union Council below), failure to fill all of these positions will not invalidate the Students' Union Council.</p> <p>5. Students' Union Council members must:</p> <p>5.1 maintain their status as Full Members of the Students' Union throughout the period during which they hold office</p> <p>5.2 serve the interests of the Students' Union and its members throughout their term of office</p> <p>5.3 individually and collectively discharge all duties and responsibilities in accordance with these Articles of Governance and By-Laws</p> <p>5.4 individually and collectively discharge any further duties and responsibilities requested or delegated by the Union Council</p> <p>5.5 be accountable to the Union Council and, where relevant, to Officer Accountability Panels</p> <p>5.6 abide by the codes of conduct set out in these Articles of Governance and By-Laws.</p>

Convening meetings of Union Council	<p>6. There shall be not less than three meetings of the Union Council during each Academic Year, but a greater number of meetings may be convened and held.</p> <p>7. The Annual Schedule of the Union Council shall be agreed at the first meeting of the Union Council, with the first meeting held as soon as feasibly possible following the Elections in autumn.</p> <p>8. Additionally, Union Council meetings may be called by:</p> <p>8.1 a simple majority vote during a Union Council meeting</p> <p>8.2 the Representative Committee</p> <p>8.3 not less than 6 members of the Union Council</p> <p>8.4 not less than 35 Full Members of Sheffield Hallam Students' Union.</p> <p>9. A request for an additional meeting called by the Elected Officers shall be signed by the President or Deputy President.</p> <p>10. A request for an additional meeting from Union Council members shall be signed by those members calling for the meeting.</p> <p>11. The request shall state the business to be discussed and be addressed to the Chair of the Union Council with a copy addressed to the President and Committee Secretary.</p> <p>12. The President shall convene the additional meeting as an Extraordinary Meeting of the Union Council to be held as soon as reasonably possible.</p>
Notice of Meetings of Union Council	<p>13. Notice of meetings of Union Council shall be given by the Chair of Union Council or the President.</p> <p>14. For ordinary meetings of Union Council not less than 5 working days' notice shall be given.</p> <p>15. In the case of an extraordinary meeting of Union Council a reasonable amount of notice (at least 48 hours) shall be given.</p> <p>16. Copies of the agenda and all supporting reports and papers shall be made available to members of Union Council at least 24 hours before the meeting is to be held.</p>
Quorum of Meetings of Union Council	<p>17. The quorum of meetings of Union Council shall be 50% +1 of the total number of members of Union Council currently in post (rounded up to the nearest whole number).</p> <p>18. The proceedings of meetings of Union Council shall not be invalidated by any vacancy among their number, or by any defect in the election or qualifications of any member of Union Council which are subsequently discovered.</p>
Chair of Union Council	<p>19. The Chair of Union Council shall be elected on an annual basis via cross campus ballot.</p>

<p>Deputy Chair and Secretary of Union Council</p>	<p>20. The Deputy Chair shall be elected by a Simple Majority Vote of the Union Council members at their first meeting each Academic Year. The Deputy Chair shall be elected from amongst the membership of Union Council but cannot be an Elected Officer. The Deputy Chair shall remain in office for the remainder of the current Academic Year and shall preside at meetings of the Union Council on the following occasions:</p> <p>20.1 when the Chair wishes to speak from the floor of the meeting 20.2 when an issue is raised which directly involves the Chair 20.3 when the Chair is unable to attend the meeting.</p> <p>21. The Secretary to Union Council shall be a relevant Operational Manager appointed via the Chief Executive. The Secretary will have no voting rights in Union Council but may speak in the meeting.</p>
<p>Rights to Attend, Speak and Vote at Union Council</p>	<p>22. Members of Union Council shall be entitled to attend, speak and vote at Union Council, but the Chair of Union Council shall only be permitted to vote when a casting vote is required.</p> <p>23. Full Members, Associated Members, Life Members, and Opted Out Students shall:</p> <p>23.1 be entitled to attend Union Council 23.2 not be entitled to speak at Union Council (unless expressly authorised by a resolution of the members of Union Council present at the meeting by a Simple Majority Vote) 23.3 not be entitled to vote at Union Council. 23.4 Lay Trustees and Student Trustees may, by exception, be invited to Students' Union Council to discuss specific policy issues but will not be entitled to vote.</p> <p>24. The CEO is entitled to attend and speak at Union Council but shall not be entitled to vote. The CEO may send a nominated deputy to Union Council.</p> <p>25. At the Chair's discretion, other people may be invited to attend and speak at meetings of Union Council as deemed appropriate, but shall not be entitled to vote or count towards quoracy.</p>
<p>Sub-Committees of Union Council</p>	<p>26. Union Council will have at least one Sub-Committee, the Policy Development Committee, the membership and terms of reference of which shall be determined by Union Council on an annual basis. Union Council may form additional sub-committees and set Terms of Reference as it deems appropriate within a given academic year.</p> <p>27. The Policy Development Committee shall be elected from within the membership of Union Council, and will consist of elected members of Union Council and be chaired by the Deputy Chair of Union Council, with a quorum of 50%+1 of elected members. The Policy Development Committee is accountable to Union Council and shall have the power to:</p> <p>27.1 consider policies submitted via ordinary members or through Committees for recommendation to Union Council. 27.2 interpret policy passed by Union Council and develop action plans for its implementation. 27.3 make recommendations to Union Council and to the Trustee Board, as appropriate, on matters relating to Students' Union policy. 27.4 to peer supervise and be jointly accountable for the policies relating to Elected Officers and Representatives of the Students' Union. 27.5 to oversee the Policy Register and inform the Chair of Union Council as to the status of any policies which are due to lapse.</p>

Officer Accountability Panels	34. Elected Officers and Representatives shall be accountable to Union Council. Union Council shall oversee the delivery of Accountability Panels who will make recommendations to Union Council on the evaluation of Officer performance (see By-Law 3).
Committees of Union Council	<p>35. Union Council shall oversee the activity of Committees of the Students' Union (see By-Law 9), all of whom will be accountable to Union Council.</p> <p>36. Union Council may, through a two-thirds majority vote of a quorate meeting, propose the adoption of new Committees or the removal of existing Committees.</p> <p>37. Union Council may, at any time, request reports as to the activity of any Committee via the Chairs of those Committees.</p>

By-Law 7 - The Trustee Board

General provision	1. The Trustee Board shall be responsible for overseeing the management and administration of the Students' Union, and (subject to the Charities Act 2011 and the Education Act 1994 and these Articles of Governance) may exercise all powers of the Students' Union.
Purpose and powers	<p>2. The Board's powers under Articles 30-34 of the Articles of Governance shall include, but not be limited to, ultimate responsibility for:</p> <p style="margin-left: 20px;">2.1 the governance of the Students' Union. 2.2 the budget of the Students' Union. 2.3 the strategy of the Students' Union, following ratification by Elected Representatives of the Students' Union</p> <p>3. Decisions made by other bodies of the Students' Union will only be subject to the authority of the Trustee Board on the following grounds:</p> <p style="margin-left: 20px;">3.1 financial considerations. 3.2 charity or education law, or other legal requirements (including ultra vires) 3.3 the reputation of the Students' Union.</p> <p>4. The Trustees will appoint a Chief Executive (CEO) who will be the most senior employee of the Students' Union, responsible to the Trustees, and who will carry out the duties and responsibilities allocated and delegated to them.</p>
Composition	<p>5. The Trustee Board shall be made up of the following persons:</p> <p style="margin-left: 20px;">5.1 not more than six Elected Officer Trustees, appointed in accordance with Article 23 (elected by cross campus ballot). 5.2 not more than four Student Trustees, elected in accordance to Article 26 (elected by cross campus ballot). 5.3 not more than four Lay Trustees, appointed in accordance with Article 27.</p>

Sub-Committees	<p>6. The Trustee Board will have three Sub-Committees, as follows:</p> <ul style="list-style-type: none"> • Finance and Risk Committee • Human Resources Committee • Nominations Committee <p>7. The Finance and Risk Committee will support and assist the organisation to make sound financial and risk decisions and advise the Board on appropriate courses of action in this area. The membership and Terms of Reference of this Committee will be overseen by the Trustee Board and reviewed on an annual basis.</p> <p>8. The Human Resources Committee will support and assist the organisation to make sound decisions in relation to people, development and culture and advise the Board on appropriate courses of action in this area. The membership and Terms of Reference of this Committee will be overseen by the Trustee Board and reviewed on an annual basis.</p> <p>9. The Nominations Committee will oversee the appointment of Lay Trustees in line with Article 27. The Nominations Committee will also be responsible for carrying out regular audits of skills, experience and diversity of Board members to find imbalances and gaps and inform trustee recruitment and training. The Nominations Committee will have discretion to specify particular demographics to target when electing Student Trustees to ensure the Board is diverse.</p> <p>9.1 membership of the Nominations Committee will be as follows: Chair President Union Council Chair CEO (in an advisory, non-voting, capacity)</p>
Convening meetings	<p>10. The Trustee Board shall hold a minimum of four meetings in any academic year.</p> <p>11. Four trustees may call a meeting of the Trustees.</p>
Notice of Meetings	<p>12. Notice of every meeting of the Trustees stating the business to be considered shall be sent to each Trustee at least five clear days before the meeting unless urgent circumstances require shorter notice. The proceedings of any meeting shall not be invalidated by any minor irregularity in respect of such notice.</p>
Chair and Secretary	<p>13. The Trustee Board shall appoint a Lay Trustee to be Chair of the Trustee Board. The President of the Students' Union shall be Deputy Chair of the Trustee Board.</p> <p>14. The CEO shall service meetings of the Trustee Board and support the Board in its effectiveness, with the CEO appointing a note taker from amongst the staff team of the Students' Union.</p>
Rights to Attend, Speak and Vote at meetings of the Trustee Board	<p>15. The Trustees shall invite the CEO to attend and speak at meetings of the Trustee Board, but the CEO shall not be entitled to vote or count in the quorum upon any business transacted at such meetings.</p> <p>16. At the Chair's discretion, other persons may be invited to attend and speak at meetings of the Trustee Board as deemed appropriate, but shall not be entitled to vote or count in the quorum.</p>

	<p>17. Whenever a person has a personal interest in a matter to be discussed at a meeting, or has an interest in another organisation whose interests are reasonably likely to conflict with those of the Students' Union in any matter to be discussed at a meeting, they must:</p> <p>17.1 declare an interest before discussion begins on the matter.</p> <p>17.2 withdraw from that part of the meeting unless invited to remain.</p> <p>17.3 not vote or be counted in the quorum on that matter.</p> <p>18. Trustees will act with collective responsibility at all times.</p>
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By-Law 8 - Student Groups

<p>Purpose</p>	<p>1. Student groups are the bodies within Sheffield Hallam Students' Union which provide a range of recreational and developmental activities for members. For the purposes of this By-Law, the term Student Groups will encompass all societies affiliated to Sheffield Hallam Students' Union and all sports clubs affiliated to Sheffield Hallam Students' Union. It does not cover Societies and Clubs not affiliated to Sheffield Hallam Students' Union, although individual members are still covered by the Student Feedback and Complaints Procedure.</p>
<p>Duties and responsibilities</p>	<p>2. Union Council (or relevant Working Committees with authority delegated by Union Council) shall determine the duties and responsibilities of all Student Groups, which shall include (but not be restricted to) the following:</p> <p>2.1 to affiliate to Sheffield Hallam Students' Union, and in doing so accept the Objects set out in Article 23-25 of the Articles of Governance.</p> <p>2.2 to accept the provisions of the Articles of Governance and operate within the scope of them.</p> <p>2.3 to accept the policies of Sheffield Hallam Students' Union and to act in accordance with them.</p> <p>2.4 to adopt a model constitution for Student Groups in the form decided by the relevant Working Committee.</p> <p>2.5 to adhere to the financial and resource procedures of the Students' Union, including but not limited to those outlined in By-Law 13.</p> <p>2.6 to hold all funds and monies in bank accounts maintained by the Students' Union and submit budget and other forms, completed in the correct manner and timeframe to the appropriate staff member.</p> <p>2.7 to notify the Students' Union of any affiliations to external organisations subject to approval by Union Council and the Trustee Board.</p> <p>2.8 to hold elections for office holders and to hold an annual general meeting in accordance with these Articles of Governance.</p> <p>2.9 to be open to all Full Members and Opted Out Members of Sheffield Hallam Students' Union.</p>
<p>Resourcing student groups</p>	<p>3. Subject to the provisions of these Articles of Governance and By-Laws, Sheffield Hallam Students' Union shall make financial and other resources available to all Student Groups. Provision for financial support shall be made in the budget for each financial period.</p>

	<p>4. Student Groups may make applications for funding through the relevant Working Committee who shall be empowered by Union Council to make decisions on applications in accordance with relevant policies. Any appeals will be heard by the President and the relevant Director, final appeals will be heard by the Trustee Board whose decision is final.</p>
Ratifying student groups	<p>5. All new Student Groups are required to complete an application to be a new student group, prior to being considered for affiliation.</p> <p>6. A Student Group may become affiliated to the Students' Union by a simple majority vote of the relevant Working Committee. All affiliations are subject to ratification by Union Council.</p> <p>7. Union Council shall have the authority to disband any Student Group if its activities or conduct are considered contrary to the Objects of the Students' Union or the provisions of these Articles of Governance, or which are not consistent with the constitution of the Student Group concerned. Student groups which have become dormant may also be disbanded by Union Council.</p>
Membership of student groups	<p>8. Student Groups shall be open to all Full Members of the Students' Union, and they shall be entitled to participate fully in the Student Group, including standing for and voting for elected office within the Group.</p> <p>9. Student Groups, at their discretion, may allow Life Members, Associate Members and Reciprocal Members to join their group and participate in their activities. These members shall not be entitled to stand for or vote in elections within the Student Group. The Students' Union or a Student Group reserve the right to revoke the rights of non-Full Members to partake in Student Group activities.</p> <p>10. Membership of Student Groups shall last no longer than twelve months, or until the membership holder ceases to be a member of the Students' Union.</p> <p>11. Associate, Reciprocal and Life Members shall not exceed 20% of the total Student Group membership.</p>
Complaints	<p>12. Procedure for complaints by or against student groups, or individual members, shall be conducted in accordance with these Articles of Governance and By-Laws.</p>

By-Law 9 – Working Committees

<p>General Provision</p>	<p>1. Working under Students' Union Council, the Students' Union shall operate Working Committees which will support the delivery of Students' Union activities and the representation of specific student groups. These Committees are subject to the provisions of these Articles of Governance and its legal obligations, and are responsible to Students' Union Council.</p>
<p>Working Committees</p>	<p>2. Working Committees are convened to align with the representational interests of the Students' Union as determined by Students' Union Council, and exist to ensure Students' Union activities are member led and that student groups have access to additional representation. The charters/terms of reference of each Committee shall be established by Students' Union Council and reviewed at least every three years. The Working Committees provided for under these Articles of Governance are:</p> <ul style="list-style-type: none"> • Education Committee • Societies Committee • Sports Committee • Volunteering Committee • Wellbeing Committee • BME Students Committee • Disabled Students Committee • International Students Committee • LGBT+ Students Committee • Mature Students Committee • Trans Students Committee • Women's Committee
<p>Creating and disbanding Student Committees</p>	<p>3. Additional Student Committees can be created by:</p> <p style="padding-left: 20px;">3.1 A 75% majority vote of Students' Union Council</p> <p style="padding-left: 20px;">3.2 A quorate Referendum in line with By Law 11</p> <p>4. Students' Union Council may vote to disband Working Committees where they are not functioning or no longer required. Disbanding Working Committees will require a 75% majority vote of Students' Union Council. Student groups relating to individual characteristics cannot be removed by Union Council without additional approval from the Trustee Board.</p> <p>5. Motions to create or disband Student Committees may only be heard once per Academic Year.</p>
<p>Duties of the Working Committees</p>	<p>6. Working Committees shall be responsible for implementing policy relevant to their area, as well as leading on the creation and delivery of events and campaigns.</p> <p>7. Working Committees are accountable to Students' Union Council. They will be represented on Students' Union Council by the Chair of their Committee, unless the Chair is already a member in which case the Committee shall elect a representative to Union Council internally from within the membership of the Committee.</p> <p>8. Working Committees will have the following responsibilities and powers:</p> <p style="padding-left: 20px;">8.1 To take responsibility for the implementation of policy relevant to the purpose and work of the committee.</p> <p style="padding-left: 20px;">8.2 To hold a body of knowledge and information relevant to that committee.</p>

	<p>8.3 To hold Annual General Meetings and facilitate Committee elections.</p> <p>8.4 To be a vehicle for consulting with students either engaged in the activities of the Committee or of the demographic represented by the Committee.</p> <p>8.5 To provide accounts and reports of their activities to Students' Union Council and to individual members upon request.</p> <p>8.6 To plan and implement relevant campaigns.</p> <p>8.7 To deliver events consummate with the resources available to the Committee.</p> <p>8.8 Alongside the relevant Elected Officer, to plan and deliver tri-annual assemblies open to all students which will influence the work of the Committees.</p>
Working Committees Working Committees	<p>9. The Terms of Reference of individual Working Committees are subject to review and ratification by Students' Union Council, subject to the following core membership and responsibilities.</p>
Education Committee	<p>9.1 Education Committee</p> <p>9.1.1 The Core membership of the Education Committee shall be:</p> <ul style="list-style-type: none"> • Chair • SHSU College Officers • Postgraduate Research Students' Rep • Postgraduate Taught Students' Rep • Department Reps <p>9.1.2 Any other member of Students' Union Council may attend meetings of the Education Committee but will not have speaking rights unless requested to speak by the Chair.</p> <p>9.1.3 The Education Committee will support the work of the College Officer(s) and relevant elected part time reps to ensure students' academic interests are fully represented and to guide policy, activity and campaigns related to student education within the Students' Union. The Education Committee will consider requests Department Reps for funding for events and campaigns and implement relevant policy.</p> <p>9.1.4 The Education Committee shall appoint one of its members as the Secretary of the Committee or it may, subject to approval from Students' Union Council, hold separate elections for this position.</p> <p>9.1.5 The Education Committee shall be entitled to support from, and request attendance from, relevant staff from within the Students' Union.</p>

<p>Societies Committee</p>	<p>9.2 Societies Committee</p> <p>9.2.1 The Core membership of the Societies Committee shall be:</p> <ul style="list-style-type: none"> • Chair • President • Representatives of specific society groupings as determined by Students' Union Council <p>9.2.2 Any other member of Students' Union Council may attend meetings of the Societies Committee but will not have speaking rights unless requested to speak by the Chair.</p> <p>9.2.3 The Societies Committee will work alongside the elected Officers to oversee events and campaigns related to societies and to implement policy which relates to the activity of societies. The Societies Committee will also consider society ratifications and applications from societies for funding, as well as working with staff to ensure societies are fully supported in line with the Students' Union policies and procedures.</p> <p>9.2.4 The Societies Committee shall appoint one of its members as the Secretary of the Committee or it may, subject to approval from Students' Union Council, hold separate elections for this position.</p> <p>9.2.5 The Societies Committee shall be entitled to support from, and request attendance from, relevant staff from within the Students' Union.</p>
<p>Sports Committee</p>	<p>9.3 Sports Committee</p> <p>9.3.1 The Core membership of the Societies Committee shall be:</p> <ul style="list-style-type: none"> • Wellbeing, Sports and Physical Activity Officer (Chair) • Representatives of specific sports club groupings as determined by Students' Union Council <p>9.3.2 Any other member of Students' Union Council may attend meetings of the Sports Committee but will not have speaking rights unless requested to speak by the Chair.</p> <p>9.3.3 The Sports Committee will work alongside the elected Wellbeing, Sports and Physical Activity Officer to oversee events and campaigns related to Sport and to implement policy which relates to sporting activity.</p> <p>9.3.4 The Sports Committee shall appoint one of its members as the Secretary of the Committee or it may, subject to approval from Students' Union Council, hold separate elections for this position.</p> <p>9.3.5 The Sports Committee shall be entitled to support from, and request attendance from, relevant staff from within the Students' Union.</p>

Volunteering Committee	<p>9.4 Volunteering Committee</p> <p>9.4.1 The Core membership of the Volunteering Committee shall be:</p> <ul style="list-style-type: none"> • Chair • At least one elected full time officer • Representatives of specific volunteering project groups as determined by Students' Union Council <p>9.4.2 Any other member of Students' Union Council may attend meetings of the Volunteering Committee but will not have speaking rights unless requested to speak by the Chair.</p> <p>9.4.3 The Volunteering Committee will work alongside the elected Officers to oversee events and campaigns related to volunteering and to implement policy which relates to student volunteering. The Volunteering Committee will also consider project ratifications and applications from projects for funding, as well as working with staff to ensure volunteers are fully supported in line with the Students' Union policies and procedures.</p> <p>9.4.4 The Volunteering Committee shall appoint one of its members as the Secretary of the Committee or it may, subject to approval from Students' Union Council, hold separate elections for this position.</p> <p>9.4.5 The Volunteering Committee shall be entitled to support from, and request attendance from, relevant staff from within the Students' Union.</p>
Wellbeing Committee	<p>9.5 Wellbeing Committee</p> <p>9.5.1 The Core membership of the Wellbeing Committee shall be:</p> <ul style="list-style-type: none"> • Chair • Wellbeing, Sports and Physical Activity Officer • Elected Officers • 5x Liberation Reps • Mature Students' Rep • Student Parents and Carers Rep • Additional elected positions as determined by Students' Union Council. <p>9.5.2 Any other member of Students' Union Council may attend meetings of the Wellbeing Committee but will not have speaking rights unless requested to speak by the Chair.</p> <p>9.5.3 The Wellbeing Committee will support the work of the Wellbeing, Sports and Physical Activity Officer and relevant elected part time reps to ensure wellbeing interests are fully represented and to guide policy, activity and campaigns related to student welfare within the Students' Union. The Wellbeing Committee will consider requests from student groups for funding for events and campaigns and implement relevant policy.</p> <p>9.5.4 The Wellbeing Committee shall appoint one of its members as the Secretary of the Committee or it may, subject to approval from Students' Union Council, hold separate elections for this position.</p> <p>9.5.5 The Wellbeing Committee shall be entitled to support from, and request attendance from, relevant staff from within the Students' Union.</p>

BME Committee	<p>9.6 BME Committee</p> <p>9.6.1 The Core membership of the BME Committee shall be:</p> <ul style="list-style-type: none"> • BME Students' Rep (Chair) • Open Space Representatives (to include reserved places for students who self-define into other liberation groups) • BAME Ambassadors • Additional elected positions as determined by the Committee and approved by Students' Union Council. <p>9.6.2 Full time Officers may be asked to attend meetings at the discretion of the Committee Chair.</p> <p>9.6.3 BME Committee is the autonomous bodies who will deliver events and campaigns related to issues affecting BME Students. They will devise and implement policy on BME issues and deliver events and campaigns, as well as overseeing any budget given to the Committee by Students' Union Council.</p> <p>9.6.4 The BME Committee shall appoint one of its members as the Secretary of the Committee or it may, subject to approval from Students' Union Council, hold separate elections for this position.</p> <p>9.6.5 The BME Committee shall be entitled to support from, and request attendance from, relevant staff from within the Students' Union.</p>
Disabled Committee	<p>9.7 Disabled Committee</p> <p>9.7.1 The Core membership of the Disabled Committee shall be:</p> <ul style="list-style-type: none"> • Disabled Students' Rep (Chair) • College Officers • Open Space Representatives (to include reserved places for students who self-define into other liberation groups) • Additional elected positions as determined by the Committee and approved by Students' Union Council. <p>9.7.2 Elected Officers may be asked to attend meetings at the discretion of the Committee Chair.</p> <p>9.7.3 Disabled Committee is the autonomous bodies who will deliver events and campaigns related to issues affecting Disabled Students. They will devise and implement policy on disability issues and deliver events and campaigns, as well as overseeing any budget given to the Committee by Students' Union Council.</p> <p>9.7.4 The Disabled Committee shall appoint one of its members as the Secretary of the Committee or it may, subject to approval from Students' Union Council, hold separate elections for this position.</p> <p>9.7.5 The Disabled Committee shall be entitled to support from, and request attendance from, relevant staff from within the Students' Union.</p>

<p>International Committee</p>	<p>9.8 International Committee</p> <p>9.8.1 The Core membership of the International Committee shall be:</p> <ul style="list-style-type: none"> • Chair • International Students' Officer • Open Space Representatives • Additional elected positions as determined by the Committee and approved by Students' Union Council. <p>9.8.2 Elected Officers may be asked to attend meetings at the discretion of the Committee Chair.</p> <p>9.8.3 International Committee is the autonomous bodies who will deliver events and campaigns related to issues affecting International Students. They will devise and implement policy on international student issues and deliver events and campaigns, as well as overseeing any budget given to the Committee by Students' Union Council.</p> <p>9.8.4 The International Committee shall appoint one of its members as the Secretary of the Committee or it may, subject to approval from Students' Union Council, hold separate elections for this position.</p> <p>9.8.5 The International Committee shall be entitled to support from, and request attendance from, relevant staff from within the Students' Union.</p>
<p>LGBT+ Committee</p>	<p>9.9 LGBT+ Committee</p> <p>9.9.1 The Core membership of the LGBT+ Committee shall be:</p> <ul style="list-style-type: none"> • LGBT+ Students' Rep (Chair) • Trans Students' Rep • Open Space Representatives (to include reserved places for Lesbian, Gay and Bisexual Reps and for students who self-define into other liberation groups) • Additional elected positions as determined by the Committee and approved by Students' Union Council. <p>9.9.2 Elected Officers may be asked to attend meetings at the discretion of the Committee Chair.</p> <p>9.9.3 LGBT+ Committee is the autonomous bodies who will deliver events and campaigns related to issues affecting LGBT+ Students. They will devise and implement policy on LGBT+ issues and deliver events and campaigns, as well as overseeing any budget given to the Committee by Students' Union Council.</p> <p>9.9.4 The LGBT+ Committee shall appoint one of its members as the Secretary of the Committee or it may, subject to approval from Students' Union Council, hold separate elections for this position.</p> <p>9.9.5 The LGBT+ Committee shall be entitled to support from, and request attendance from, relevant staff from within the Students' Union.</p>

<p>Trans Committee</p>	<p>9.10 Trans Committee</p> <p>9.10.1 The Core membership of the Trans Committee shall be:</p> <ul style="list-style-type: none"> • Trans Students' Rep (Chair) • Open Space Representatives (to include reserved places for students who self-define into other liberation groups) • Additional elected positions as determined by the Committee and approved by Students' Union Council. <p>9.10.2 Elected Officers may be asked to attend meetings at the discretion of the Committee Chair.</p> <p>9.10.3 Trans Committee is the autonomous bodies who will deliver events and campaigns related to issues affecting Trans Students. They will devise and implement policy on Trans issues and deliver events and campaigns, as well as overseeing any budget given to the Committee by Students' Union Council.</p> <p>9.10.4 The Trans Committee shall appoint one of its members as the Secretary of the Committee or it may, subject to approval from Students' Union Council, hold separate elections for this position.</p> <p>9.10.5 The Trans Committee shall be entitled to support from, and request attendance from, relevant staff from within the Students' Union.</p>
<p>Women's Committee</p>	<p>9.11 Women's Committee</p> <p>9.11.1 The Core membership of the Trans Committee shall be:</p> <ul style="list-style-type: none"> • Women's Rep (Chair) • Open Space Representatives (to include reserved places for students who self-define into other liberation groups) • Additional elected positions as determined by the Committee and approved by Students' Union Council. <p>9.11.2 Elected Officers may be asked to attend meetings at the discretion of the Committee Chair.</p> <p>9.11.3 Women's Committee is the autonomous bodies who will deliver events and campaigns related to issues affecting women. They will devise and implement policy on women's issues and deliver events and campaigns, as well as overseeing any budget given to the Committee by Students' Union Council.</p> <p>9.11.4 The Women's Committee shall appoint one of its members as the Secretary of the Committee or it may, subject to approval from Students' Union Council, hold separate elections for this position.</p> <p>9.11.5 The Women's Committee shall be entitled to support from, and request attendance from, relevant staff from within the Students' Union.</p>

By-Law 10 - Elections

<p>Elections</p>	<p>1. The election of:</p> <ul style="list-style-type: none"> • Elected Officers • Elected Representatives • Chair of Union Council • Open Space Representatives on Union Council • Student Trustees • NUS Delegates <p>shall be by cross-campus ballot in which all Full Members are entitled to vote. Only the Elected Officers shall be considered major office holders in line with the 1994 Education Act.</p> <p>2. The Students' Union shall conduct its Elections fairly and properly in accordance with relevant legislation and these Articles of Governance and By-Laws.</p> <p>3. The Returning Officer, on behalf of the Elections Strategic Group, shall supply to the University Secretary or equivalent, and the Trustee Board, such information as required to demonstrate that the Elections are to be, are being, or have been fairly and properly conducted.</p>
<p>Method of Election</p>	<p>4. All Elections shall be conducted by cross-campus ballot utilising the Single Transferable voting system, or Alternative Vote in single vacancy elections, in a manner approved by the Electoral Reform Society, unless otherwise stated in these Articles of Governance and By-Laws.</p> <p>5. "Re-open nominations" (RON) shall be specified on the ballot in all elections, apart from elections for the NUS National Conference delegation.</p>
<p>The Returning Officer</p>	<p>6. The Returning Officer(s) shall be responsible for the conduct of all elections and will be appointed by the Trustee Board on an annual basis from the following list:</p> <ul style="list-style-type: none"> • Returning Officer: A representative from NUS. • Deputy Returning Officer: The CEO or a designated deputy.
<p>Duties of the Elections Strategic Group and Returning Officer(s)</p>	<p>7. The President shall convene an Elections Strategic Group to support and oversee the Students' Union's Elections and Referenda for each academic year. The group shall include:</p> <ul style="list-style-type: none"> 7.1 The President (Chair) (unless standing for re-election) 7.2 another Elected Officer (unless standing for re-election) 7.3 relevant senior staff with strategic and operational responsibility for Elections and Referenda. <p>8. Elections Strategic Group members must declare if they have an interest in any of the candidates for Elections.</p> <p>9. The Elections Strategic Group shall be ultimately responsible for all relevant administrative processes with respect to the notification of the election procedures and timetables, in particular:</p> <ul style="list-style-type: none"> 9.1 the positions open for election, and all conditions of elections, as specified in these Articles of Governance.

	<p>9.2 the opening and closing dates for nominations, and the conditions for nomination as specified in these Articles of Governance.</p> <p>9.3 the list of names of all candidates for all positions open for election as soon as practicable after the close of nominations.</p> <p>9.4 the closing date for submission of candidates' election publicity material, for approval prior to distribution.</p> <p>9.5 the designated areas and methods through which publicity may be displayed.</p> <p>9.6 the dates and times of hustings/question time, if any.</p> <p>9.7 the dates and times that electronic voting will be open.</p> <p>9.8 the date and time at which any staffed information points will be open and their location.</p> <p>10. The Elections Strategic Group along with the Returning Officer shall set a timetable of hustings/question time for elections to Elected Officer positions and may call hustings/question time for other elections and referenda at their discretion. If held, candidates for election shall be notified of the dates and times of hustings/question time and shall be expected to attend.</p> <p>11. The Returning Officer(s) shall undertake the following duties:</p> <p>11.1 the declaration and publication of the results.</p> <p>11.2 reporting the result to the next meeting of the Trustee Board.</p> <p>11.3 ensuring that all procedures governing Students' Union elections have been properly applied and that the election has been free and fair.</p> <p>11.4 providing an annual report to the University Secretary or equivalent on the conduct of the elections.</p> <p>12. The Returning Officer(s) and the Elections Strategic Group shall be responsible, at the appropriate time, for the conduct of all Students' Union elections. The Returning Officers' decision is final.</p>
<p>Eligibility for standing as a candidate in Elections</p>	<p>13. All candidates for election shall:</p> <p>13.1 be full members of the Students' Union at the time of their election and for the duration of the term of office for any position they intend to stand for. Opted Out Students, Associate, Lifetime and Reciprocal members are not entitled to participate in Elections</p> <p>13.2 only be eligible to stand for one Elected Officer and/or Representative position within each Election</p> <p>13.3 provide a manifesto</p> <p>13.4 fulfil all requirements set out in Appendix 1 to this By-Law - Eligibility to Stand for Election and Eligibility to hold office.</p> <p>13.5 fulfil all requirements outlined by the Elections Strategic Group and abide by the Rules and Regulations of the Election in which they are a candidate.</p> <p>14. The following specific conditions shall apply to candidates for elections:</p> <p>14.1 Candidates for election to the posts of:</p> <ul style="list-style-type: none"> - International Students' Officer - Postgraduate Taught Students' Representative - Postgraduate Research Students' Representative - Part-Time Students' Representative - Mature Students' Representative <p>shall be as defined by the University</p>

	<p>14.2 Candidates for election to the posts of:</p> <ul style="list-style-type: none"> - BME Students' Representative - Disabled Students' Representative - LGBT+ Students' Representative - Trans Students' Representative - Women's Representative <p>shall self-define as a member of that Liberation Group.</p>
Eligibility for Voting in Elections	<p>15. Voting in Students' Union Elections shall be open to all current members of the Students' Union and shall be conducted by way of a secret cross campus ballot. Opted Out Students, Associate, Lifetime and Reciprocal Members are not entitled to participate in Elections.</p>
Insufficient Nominations and Withdrawal of Candidature.	<p>16. In the event of there being insufficient nominations received to proceed with voting in any given post, that post shall roll forward to the subsequent set of scheduled Elections with the exception of Elected Officer positions, where a By-Election must be scheduled by the Deputy Returning Officer.</p> <p>17. Candidates shall inform the Returning Officer(s) in writing of any decision to withdraw their candidacy from any election. Candidates who have withdrawn may not re-enter the Election once nominations for the Elections have closed.</p>
Rules and Regulations	<p>18. The Returning Officer(s) with the support and advice of the Elections Strategic Group shall ensure appropriate Rules and Regulations are generated, implemented and adhered to for each Students' Union Election. The Returning Officer(s) shall subject any candidate who breaches said rules to disciplinary procedures, which may include disqualification in instances in which candidates seek to gain a material advantage through methods which are against the Rules and Regulations of Students' Union Elections.</p>
Endorsement of Candidates	<p>19. No Elected Officer, Elected Representative, member of the Trustee Board or member of Students' Union staff may publically endorse a candidate for Election. Doing so will be deemed an offence and will be subject to disciplinary action, which may result in the removal of the Officer, Representative, Board member or staff member from their role, and may result in the disqualification of the candidate from the Elections.</p>
Void Elections	<p>20. The Returning Officer(s) may declare an election null and void or may declare a particular vote null and void where it is proven that:</p> <p>20.1 a voter has been guilty of impersonation, that is to say, voting electronically as some other person, whether that person is living, dead or fictitious; or</p> <p>20.2 a voter has voted as an elector more than once in an election where they are not entitled to do so; or</p> <p>20.3 any other serious misconduct is considered to have occurred</p>
Eligibility to run and hold office	<p>21. There are positions where students are eligible to run for Election, but are not then eligible to hold office if elected without a change of circumstances. In these positions, students must either resign or step down from the positions they hold which cause the conflict or they must resign from the position they have been elected into and trigger a By-Election.</p>

Appendix 1 to By-Law 10						
Eligibility to stand for election						
	Position Stood for:					
	Elected Officer	Elected Representative	UC Chair	Student Trustee	Open Space Rep	NUS Delegate
Full Member	Yes	Yes	Yes	Yes	Yes	Yes
Opted Out Student	No	No	No	No	No	No
Associate member	No	No	No	No	No	No
Life member	No	No	No	No	No	No
Students' Union Staff (Permeant)	No	No	No	No	No	No
Students' Union Staff (Student Casual)	Yes	Yes	Yes	Yes	Yes	Yes
Hallam University Staff (Permeant)	No	No	No	No	No	No
Hallam University Staff (Student Casual)	Yes	Yes	Yes	Yes	Yes	Yes
Previous Elected Officer	Yes	Yes	Yes	No	Yes	Yes
Previous SHSU Trustee	Yes	Yes	Yes	Yes	Yes	Yes
Holds another SU post	No	No	No	No	No	Yes
Permanently excluded from SU	No	No	No	No	No	No
Previous dismissed as Elected Officer	No	No	No	No	No	No

Appendix 2 to By-Law 10						
Eligibility to hold office						
	Position Elected to:					
	Elected Officer	Elected Representative	UC Chair	Student Trustee	Open Space Rep	NUS Delegate
Full Member	Yes	Yes	Yes	Yes	Yes	Yes
Opted Out Student	No	No	No	No	No	No
Associate member	No	No	No	No	No	No
Life member	No	No	No	No	No	No
Students' Union Staff (Permeant)	No	No	No	No	No	No
Students' Union Staff (Student Casual)	No	No	No	No	No	Yes
Hallam University Staff (Permeant)	No	No	No	No	No	No
Hallam University Staff (Student Casual)	Yes	Yes	Yes	No	Yes	Yes
Previous Elected Officer	Yes	Yes	Yes	No	Yes	Yes
Previous SHSU Trustee	Yes	Yes	Yes	Yes	Yes	Yes
Holds another SU post	Yes	Yes	Yes	Yes	Yes	Yes
Permanently excluded from SU	No	No	No	No	No	No
Previous dismissed as Elected Officer	No	No	No	No	No	No

By-Law 11 - Referenda

<p>General Principles</p>	<ol style="list-style-type: none"> 1. A Referendum shall be the means by which the Minimum Number of Full Members (as defined in these Articles of Governance), may make a final determination of any question. 2. A decision made by referendum is binding on Union Council unless it is determined by the Trustee Board that: <ol style="list-style-type: none"> 2.1 there may be serious financial implications 2.2 it may contravene charity or education law, or other legal requirements including ultra vires 2.3 it may damage the reputation of the Students' Union <p>The decision of the Trustee Board in these matters is final. Where a Referendum will lead to changes to the Students' Union Articles of Governance, consent is also required from the University Board of Governors in line with the 1994 Education Act.</p> 3. Any question or resolution may be put to a Referendum other than a question or resolution which: <ol style="list-style-type: none"> 3.1 relates to a matter which is private or confidential (the decision of the Trustee Board as to whether a matter is private or confidential shall be final); 3.2 is not consistent with these Articles of Governance; or 3.3 may result in the Students' Union ceasing to be a charity
<p>Calling a Referendum</p>	<ol style="list-style-type: none"> 4. A Referendum may be called: <ol style="list-style-type: none"> 4.1 by a resolution of Students' Union Council or the Representative Committee passed by a Simple Majority vote. 4.2 wherein a policy submitted to Union Council fails to receive a supermajority for or against its adoption in line with By-Law 7. 4.3 by petition in writing addressed to the President at the main offices of the Students' Union which is signed by at least 1% of Full Members of the Students' Union who shall provide their SHU Student ID number. 5. The Returning Officer(s) along with the Elections Strategic Group will be responsible for the organisation and conduct of the Referendum. The Returning Officer(s) decision is final.
<p>Duties of the Elections Strategic Group and Returning Officer(s) with regard to Referenda</p>	<ol style="list-style-type: none"> 6. The Elections Strategic Group shall be responsible for producing all relevant administrative processes with regard to referenda procedures and timetables and to undertake the following duties: <ol style="list-style-type: none"> 6.1 to notify the Members that a petition to hold a Referendum has been received in accordance with the provisions of this By-Law. 6.2 to determine and specify the nature of the question to be put. 6.3 to determine the timeframe for the Referendum and the rules and regulations surrounding campaigning in accordance with the provisions of this By-Law 7. The Returning Officer(s) shall undertake the following duties: <ol style="list-style-type: none"> 7.1 the declaration and publication of the results. 7.2 reporting the result to the next meeting of the Trustee Board. 7.3 ensuring that all procedures governing Students' Union referenda have been properly applied and that the referendum has been free and fair. 7.4 providing an annual report to the University Secretary or equivalent on the conduct of the referendum.

Phrasing of Question	<p>8. Phrasing of the question to be put to a Referendum shall be agreed with the Returning Officer(s) along with the Elections Strategic Group. The question must be phrased in a way so as to ensure the question can only be answered "Yes" or "No".</p> <p>9. In the case of a Referendum called by petition, one or more of the representatives on the matter will also be consulted, but the Returning Officer(s) decision as to the phrasing of the question shall be final.</p>
Publicity and Campaigning	<p>10. The Elections Strategic Group shall make appropriate arrangements for publicising the Referendum within the University</p> <p>11. The Elections Strategic Group shall ensure strict parity in the allocation of material support for each side of a Referendum campaign.</p> <p>12. The Elections Strategic Group, and all staff of the Students' Union, shall remain neutral with regards to each side of a Referendum campaign.</p> <p>13. Each side of a Referendum campaign shall have a designated campaign leader who will be ultimately responsible for the conduct of all of those campaigning on behalf of that side. The campaign leader must register with and be approved by the Returning Officer(s)</p> <p>14. All members campaigning in the referendum shall abide by the rules and regulations of the Referendum as determined prior to the Referendum by the Elections Strategic Group and the Returning Officer(s)</p> <p>15. If no Referendum regulations are created then campaigners must abide by the rules and regulations which govern Students' Union Elections.</p>
Method of Determining the Outcome of a Referendum	<p>16. All Referenda shall be conducted by cross-campus ballot in a manner approved by the Electoral Reform Society.</p> <p>17. The question shall only be answered "Yes" or "No". Any answer other than "Yes" or "No" shall result in the vote being discounted. Abstentions shall count towards quorum but shall not be counted when determining a majority for or against the question put to Referendum.</p> <p>18. A referendum shall not be valid unless it reaches a quorum. The quorum for referenda shall depend on the type of question being put forward:</p> <p>18.1 where a question relates to the By-Laws of the Students' Union, a policy position of the Students' Union, quorum for Referenda shall be 2% of Full Members, or 400 Full Members, whichever is greater, with a simple majority voting in favour of a proposal.</p> <p>18.2 where a question relates to a change to these Articles of Governance, quorum shall be 1,500 voters with 75% of voters needed to change the status quo.</p> <p>The determination of the Returning Officer(s) as to the type of question is final.</p> <p>19. If less than the Minimum Number of Full Members cast valid votes in the Referendum, the votes will not be counted and the outcome of the Referendum will be disregarded.</p> <p>20. It shall be the responsibility of the Returning Officer(s) to ensure that the outcome of a Referendum is advertised to the members.</p>

Timetable for Referenda	<p>21. The timetable for the referendum shall be:</p> <p>21.1 publicity notifying students of the referendum shall be produced and distributed no later than 9 working days after the receipt of the petition or notice of the Referendum</p> <p>21.2 Hustings/Question Time, if applicable, shall be held during the third week after receipt of the petition or notice of the Referendum</p> <p>21.3 voting shall be open during the fourth week after receipt of the petition or notice of the Referendum</p> <p>21.4 declaration of the results shall be made by the Returning Officer(s) as soon as practical after the close of voting and not later than the end of the 5th week after receipt of the petition or notice of the Referendum</p>
Questions of a like nature	<p>22. No questions of a like nature shall be put to a Referendum more than once within the same academic year. In the event of a dispute, the decision of the Returning Officer(s) shall be final.</p>

By-Law 12 - Financial Regulation

General Provision	<p>1. The Trustees shall be ultimately responsible for the finances of the Students' Union, and shall be empowered to establish regulations that shall be binding on Union Council, Committees, Student Groups, Officers, Officials and Staff. The Trustees shall have access to all books, records and accounts of any section or part of the Students' Union.</p>
Accounts	<p>2. The Students' Union's financial year shall run from 1st August to 31st July and all bodies of the Students' Union shall maintain accounts for this period.</p> <p>3. The Trustees shall appoint Auditors who shall be Chartered or Incorporated Accountants, and shall not be Trustees, Officers, members, or employees of the Students' Union.</p> <p>4. All financial transactions shall be recorded in accordance with arrangements agreed with the Auditors.</p> <p>5. Audited Accounts, together with the Auditors' Report for each financial year, shall be submitted to the first possible Trustee meeting of the subsequent Academic Year for ratification, and to the Annual General Meeting, Union Council and Sheffield Hallam University's Board of Governors.</p> <p>6. The Auditors may attend the meeting of the Trustees considering the accounts to comment or answer questions.</p>
Standing Orders	<p>7. These Standing Orders shall be read in conjunction with the rest of the Articles of Governance and By-Laws of the Students' Union and the Financial Regulations. Nothing contained in these Standing Orders may be interpreted so as to conflict with any provision of the Articles of Governance.</p> <p>8. Expenditure within the Approved Budget</p> <p>8.1 Budget</p> <p>8.1.1 In reasonable time, to allow approval by the Trustee Board and Sheffield Hallam University's Board of Governors before the start of each financial year, the Students' Union will prepare a budget in respect of the next financial year. The budget will show the anticipated income and expenditure for Trading and Non Trading areas and identify any borrowing and/or capital expenditure that it is expected that the Students' Union will, or is likely to, incur during the financial year to which the budget relates.</p>

	<p>8.1.2 The Budget shall be ratified by the Trustee Board and presented for approval to the Sheffield Hallam University's Board of Governors prior to the start of the applicable financial year.</p> <p>8.2 Virement</p> <p>8.2.1 Expenditure for any heading in the budget within the Non Trading areas may be increased by the transfer of monies from another heading in that budget, with the prior approval of the Trustees, providing that there is no change in the overall level of expenditure for the Non Trading areas, and provided that any grant expressly provided by Sheffield Hallam University's Board of Governors in respect of any activities is only used for the activities for which it is intended.</p> <p>8.2.2 The estimated expenditure for any heading in a budget within the Trading Areas may be increased by the transfer of monies from another heading in the budget, with the prior approval of the Trustees, provided there is no change in the overall level of expenditure.</p> <p>8.3 Prior to any order being placed or any liability being incurred, a fully authorised, official Students' Union order must be issued.</p>
Standing Orders	<p>8.4 Each Budget Controller shall be responsible for all orders raised in their area. Official orders in a form approved by the Trustees shall be issued for all work, goods and services to be supplied to the Students' Union.</p> <p>8.5 All orders shall be authorised, in accordance with the latest Authorisation Structure, prior to issue. Before authorising orders, authorisers shall ensure that adequate budgetary provision is available.</p> <p>8.7 Authorisers are expressly forbidden to make a purchase or obtain a tender from a supplier in which they have, direct or indirect, financial interests.</p> <p>8.8 Any planned contract to purchase or hire of goods or services costing £5000 or more must be referred to the CEO, prior to commitment. The CEO may approve, if covered by an approved budget. Any such spend not covered by an approved budget will require Trustee approval.</p> <p>8.9 Any contract relating to the lease and hire of goods or services for a period of more than 12 months and a potential total value of £1000 or more, must be referred to the CEO, who shall obtain approval from the Trustees.</p> <p>8.10 The Students' Union shall maintain and implement a policy on the appointment of contractors or consultants and tendering. Any project costing in excess of £20,000 shall be considered a "major project" and will be subject in full to the Students' Union's policy on tendering.</p> <p>8.11 A relevant professional advisor shall always be consulted when tendering out major projects.</p> <p>8.12 At least three sealed tenders shall be sought and each potential contractor shall be given equal information to base their tender on.</p> <p>8.13 The President, CEO and professional advisor or their nominees shall be present at the specified opening of all tenders.</p>

- 9.** Expenditure in Excess of Approved Budget
- 9.1** No order may be issued or liability incurred in excess of the approved budget for any expenditure head except by an official requisition or order form signed by the CEO or in their absence by the relevant director.
- 10.** Exceptions: Standing Orders 8 and 9 shall apply in all cases except:
- 10.1** where a contractual obligations exists which has been properly authorised by the appropriate signatories
- 10.2** where a binding contractual or statutory obligation exists regardless of initial authorisation
- 10.3** where obligations exist in respect of contracts of employment initially approved by the Trustees
- 10.4** where goods are purchased for resale or as consumables in the process of sales by Students' Union staff with responsibility for such purchases
- 11.** The Students' Union shall be under no obligation to meet any liability incurred outside the provisions of these standing orders.
- 12.** All income and expenditure of the Students' Union, or anybody affiliated to or recognised as part of the Students' Union, in accordance with these Articles of Governance, shall be controlled and recorded by the relevant director and their staff.
- 13.** Any bank or building society account or any other savings account shall be processed, opened, closed and controlled by the Trustees in accordance with these Articles of Governance. No other person shall open, close or control these or any other accounts held on behalf of the Students' Union or any of its constituent parts.
- 14.** Payment authorisers shall be as specified in the authorisation list held by the Finance Department and authorised by the CEO & relevant director. This list shall be updated immediately, if there is a change. The payment authorisation list must comply with these articles and is subject to rule 23.
- 15.** One of the Lay Trustees shall be empowered to act as payment authoriser in a situation where, for the time being, there are fewer than two of the authorisers named in the Regulations in post.
- 16.** No payment authoriser shall authorise a payment to themselves except that payment authoriser, who are also employees, may authorise salary payments (including their own) in accordance with contracts of employment.
- 17.** No payment for any purpose may be made in cash by the Finance Office unless a requisition has been specifically countersigned for cash payment by the relevant budget controller and is less than £50.
- 18.** The relevant director shall not effect payment in respect of any official Students' Union order or requisition for expenditure if:
- 18.1** the official order or requisition authorising the expenditure is signed by unauthorised persons
- 18.2** the expenditure is outside the scope of the account to which it is allocated on the official Students' Union requisition
- 18.3** the item of expenditure has been specifically rejected by the Trustees
- 19.** Expenditure outside the scope of any account shall require authorisation by minute of the Trustees.

	<p>20. In the event of absence or vacancy for a post which carries spending authority, and when urgent authorisation is required, the CEO or relevant Director may deputise for the authorised signatory.</p> <p>21. Fixed Assets</p> <p>21.1 Fixed Assets shall be defined for the purposes of the Students' Union balance sheet as those purchased items with an anticipated life of three years or more and a price of more than £1,000 (including payments in instalments).</p> <p>21.2 All such items shall be purchased only with the authority of the Trustees, unless already authorised in the budget, and expenditure shall be capitalised and depreciated according to standard accounting principles.</p> <p>22. These standing orders may only be varied with the approval of the Trustees and shall be reviewed annually.</p>
Authority for expenditure	<p>23. Authority for Expenditure</p> <p>23.1 The designated budget holder may solely approve expenditure up to £1,000 provided that there are sufficient funds in the relevant allocation remaining. The budget-holder may also authorise specific staff to authorise expenditure up to a maximum of £500, but the budget-holder retains responsibility for that spend.</p> <p>23.2 Expenditure in excess of £1,000 but less than £5,000 requires the additional approval of a director.</p> <p>23.3 Expenditure in excess of £5,000, but less than £10,000 requires the additional approval of the CEO</p> <p>23.4 Expenditure in excess of £10,000, but less than £20,000 requires the additional approval of the CEO & a director.</p> <p>23.5 Expenditure in excess of £20,000 requires the prior approval of the Trustees</p>
Insurance	<p>24. Insurances</p> <p>24.1 The Trustees through the relevant director of the Students' Union shall be responsible for arranging all insurance as is necessary to protect the Students' Union's interests and negotiate all claims in consultation with other Senior Managers as required.</p> <p>24.2 Senior Managers shall promptly notify the CEO of all new risks, which require to be insured, and of any alterations affecting existing risks or insurances.</p> <p>24.3 The relevant director shall keep and maintain a register of all insurances held by the Students' Union and risks covered thereby and annually provide Senior Managers with a statement of all insurances in force in order that they may be jointly checked and reviewed.</p> <p>24.4 Senior Managers shall immediately notify the relevant director in writing of any loss, liability or damage, or of any event likely to lead to a claim. All monies due and received from insurers shall be submitted to the relevant director.</p> <p>24.5 All employees concerned with the receipt, custody and/or disbursement of monies and property of the Students' Union shall be included in suitable insurance.</p> <p>24.6 Any incident involving personal injury or death occurring on Students' Union premises or otherwise considered to be the responsibility of the Students' Union must be notified to the CEO immediately, adhering to Hallam Students' Union procedure.</p>

Internal Control	25. The Students' Union shall be required to satisfy the Trustees that a series of internal control procedures are in place to protect against fraud, error or financial mismanagement.
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By-Law 13 - Policies of the Students' Union

Purpose	1. As a member led organisation, the policy and political direction of the Students' Union is set by the members. This is done through electing Elected Officers and Representatives on manifestos, and through the submission of and adoption of policy proposals.
Process for submission of policies	<p>2. Any Full Member of the Students' Union is eligible to submit policy for consideration by Union Council. They may do so by submitting policy online on the Students' Union website.</p> <p>3. Elected Representatives of the Students' Union may also submit policy directly to Students' Union Council by submitting policy proposals to the Chair of Students' Union Council through the Committee Secretary of Students' Union Council.</p> <p>4. All policy submissions will be reviewed by the Policy Development subcommittee of Union Council which can refer policies to Council for approval or send them back to the Student or a relevant working committee for revision.</p>
Process for adoption of policies	<p>5. Policies of the Students' union shall be decided by a resolution passed by a two-thirds majority vote of Students' Union Council, or by a decision of referendum.</p> <p>6. All policy decisions are subject to ratification by the Trustee Board. Policies adopted must be consistent with these Articles of Governance and may not result in:</p> <p>6.1 Serious financial implication for the Students' Union.</p> <p>6.2 Failure to comply with charity or education law, or other legal requirements.</p> <p>6.3 Damage to the reputation of the Students' Union.</p> <p>6.4 Activities which are inconsistent with the charitable purpose of the Students' Union.</p> <p>7. The decision of the Trustee Board in these matters shall be final.</p>
Policies to be binding on the Students' Union	<p>8. Policies of the Students' Union shall be binding on:</p> <ul style="list-style-type: none"> • The members of Union Council. • The Representative Committee • Student Groups affiliated to Sheffield Hallam Students' Union. • Staff of the Students' Union (in the course of their duties with the Students' Union and in accordance with their terms and conditions of employment)
Register of policies	9. The Students' Union shall maintain a register of policies, showing the terms of each Policy and the date of its adoption and its expiration date. This should be clearly displayed on the Students' Union website and available to all students who request a copy from the President.
Alteration of policies	<p>10. Policies remain in force for a period of three calendar years after adoption but:</p> <p>10.1 Union Council may, by a resolution passed by a two thirds majority vote, alter any policy.</p> <p>10.2 No alteration to a policy will be valid during the academic year in which it was adopted.</p>

Lapse of policy	<p>11. Any policy shall lapse:</p> <p>11.1 If it becomes in contravention of, or is inconsistent with, any applicable law, or the Objects or provisions of these Articles of Governance.</p> <p>11.2 If, by a two thirds majority vote, Union Council resolves that the policy shall lapse subject to (10) above.</p> <p>11.3 After a period of three calendar years from the date the policy was adopted, or if the policy has been altered, three calendar years from the date the alteration took effect.</p> <p>12. It shall be the responsibility of the Union Council Chair to advise Union Council of any policy due to lapse within the following calendar month, or prior to the next Union Council meeting, at each Union Council meeting.</p>
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By-Law 14 - Code of Conduct

Code of Conduct	<p>1. Sheffield Hallam Students' Union is responsible for the Students' Union facilities, services and activities, as well as the Union premises. Sheffield Hallam Students' Union's Code of Conduct relating to the behaviour of Members and Opted Out Students is binding on everyone who:</p> <p>1.1. uses the Students' Union's premises, or</p> <p>1.2. takes part in any of the Students' Union's activities, or</p> <p>1.3. benefits from any of the Students' Union's facilities.</p> <p>2. Members and Opted Out Students are also responsible for any breaches of this Code by any guest they may have introduced.</p> <p>3. Failure to comply with this Code of Conduct may result in disciplinary action being taken by the Students' Union.</p> <p>4. The following offences may lead to disciplinary action being taken, in accordance with this By-Law:</p> <p>4.1 conduct in breach of the Students' Union's policies, procedures and protocols</p> <p>4.2 wilful, reckless or negligent damage to, or loss of, the Students' Union property, or property under the control of the Students' Union</p> <p>4.3 conduct detrimental to the reasonable enjoyment of the Students' Union's facilities by any other student(s) or their guests</p> <p>4.4 revealing to the press, television or radio, or any related agency, confidential material about Sheffield Hallam Students' Union, or any of its students, staff or officers, unless authorised to do so by the Trustee Board</p> <p>4.5 contravention of any of the regulations of the Students' Union, including any rules and regulations which apply to any club or society</p> <p>4.6 any conduct which might be detrimental to the reputation or external relations of the Students' Union</p> <p>4.7 any illegal activities whilst on the Students' Union property, at Students' Union events, or whilst acting on behalf of the Students' Union</p> <p>4.8 failure to repay a debt to the Students' Union</p> <p>4.9 incurring unauthorised expenditure on behalf of the Students' Union, and/or misappropriating Students' Union funds or property</p>
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	<p>5. This list is not intended to be inclusive or exhaustive, and Sheffield Hallam Students' Union reserves the right to investigate any other conduct which may give rise to disciplinary action. Any such investigation will be carried out in accordance with this By-Law.</p> <p>6. This Code of Conduct applies to all Members and Opted-out students.</p>
Feedback and Complaints	<p>7. Complaints about the conduct or behaviour of any member of the Students' Union</p>
	<p>A complaint about the conduct or behaviour of any member of the Students' Union or Opted-out Student or about the services or facilities of the Students' Union may be made by through the Student Feedback and Complaints Procedure (available on the Students' Union website and/or by request).</p> <p>Changes to the Student Feedback and Complaints Procedure require approval of the University's Board of Governors.</p>

By-Law 15 - Resignation & Discipline of Elected Officers & Students' Union Representatives

Resignation	<ol style="list-style-type: none"> 1. An Elected officer or Representative may resign from her/his duties by submitting a letter of resignation to the CEO. 2. The CEO shall inform the other members of the committee or body on which the person who has resigned served within 5 (five) working days of receipt of the letter of resignation. 3. The resignation of any member shall be reported to the next meeting of the relevant Committee and it shall be recorded in the minutes or proceedings of the meeting. 4. All resignations shall take immediate effect except in the case of an Elected Officer who shall be required to give not less than 4 (four) weeks' notice. This condition may be waived at the discretion of the Representative Committee and/or the Board of Trustee.
Absence from meetings	<ol style="list-style-type: none"> 5. An Elected Officer or Representative who is absent from 3 (three) consecutive meetings of the Students' Union body of which they are a member without submitting apologies shall be deemed to have resigned. 6. Any Elected Officer or Representative who is deemed to have resigned as set out above may appeal in writing to Students' Union Council whose decision shall be final.
Discipline of Elected Officers and Representatives	<ol style="list-style-type: none"> 7. Making a complaint <ol style="list-style-type: none"> 7.1 A complaint about the conduct or capability of an Elected Officer or Representative may be made by any Full Member of the Students' union. 7.2 A complaint must be made in writing and addressed to the President, stating the nature of the complaint, together with the name and contact details of the complainant. 7.3 In the event that the complaint being made is about the President, the complaint shall be made to the CEO.

	<p>7.4 Sheffield Hallam Students' Union operates an open policy for communication and consultation, and as such it is expected that in the first instance, problems and concerns will be raised and resolved informally.</p> <p>7.5 All disciplinary matters regarding Elected Officers will be dealt with according to Sheffield Hallam Students' Union Staff disciplinary and Grievance procedures.</p> <p>7.6 All disciplinary matters regarding Students' Union Representatives will be dealt with according to Sheffield Hallam Students' Union's Student Disciplinary procedures.</p> <p>8. Motions of No Confidence</p> <p>8.1 An Elected Officer may be subjected to proceedings resulting from a motion of 'No Confidence'.</p> <p>8.2 Proceedings of No Confidence may be triggered by:</p> <p style="padding-left: 40px;">8.2.1 A majority vote of a Referendum which will be called and conducted according to By Law 11.</p> <p style="padding-left: 40px;">8.2.2 A three quarters majority vote of Students' Union Council</p> <p>8.3 If triggered, a motion of No Confidence will be dealt with according to Sheffield Hallam Students' Union's Staff Disciplinary procedures; Gross Misconduct.</p> <p>9. Appeals Procedure</p> <p>9.1 Any appeals against dismissal will be dealt with in accordance with Sheffield Hallam Students' Union's Staff Disciplinary procedure.</p>
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By-Law 16 - Resignation & Removal of Trustees

<p>All Trustees</p>	<p>1. Disqualification and Removal of Trustees</p> <p>1.1 In line with Sheffield Hallam Students' Union's Articles of Governance, the Office of a Trustee will be vacated if:</p> <p style="padding-left: 40px;">1.1.1 they become prohibited at law from being a charity trustee; becomes bankrupt, or enters into arrangements with creditors generally; or becomes incapable by reason of mental ill health, disorder, illness or injury of managing and administering their own affairs.</p> <p style="padding-left: 40px;">1.1.2 they resign their office by notice to the Students' Union</p> <p style="padding-left: 40px;">1.1.3 they are absent for two (2) consecutive meetings of the Trustees without submitting apologies and/or without good cause</p> <p style="padding-left: 40px;">1.1.4 they are removed from office</p>
<p>Elected Officer Trustees</p>	<p>2. Removal of Elected Officer Trustees</p> <p>2.1 In line with Sheffield Hallam Students' Union's Articles of Governance, an Elected officer Trustee may be subjected to disciplinary proceedings for not acting in the best interests of the Students' Union. Such a resolution must be passed by a unanimous decision of the rest of the Trustees.</p> <p>2.2 If triggered, this resolution will be dealt with according to Sheffield Hallam Students' Union's Staff Disciplinary procedures; Gross Misconduct.</p>

	<p>2.3 any appeal against removal from office will be heard according to the Students' Union's Staff Disciplinary procedure.</p> <p>2.4 An Officer removed from post shall be removed bot from their remunerated sabbatical position and as a Trustee.</p>
Student Trustees	<p>3. Removal of Student Trustees</p> <p>3.1 In line with Sheffield Hallam Students' Union's Articles of Governance, the office of a Student Trustee shall be vacated if they are removed by a resolution of the Trustees for not acting in the best interests of the Students' Union. Such a resolution will be passed by a simple majority of the Trustees provided that a majority of both the Elected Officer Trustees and the Independent External Trustees vote in favour of removing the Student Trustee.</p> <p>3.2 The Trustee concerned shall not vote on the resolution, but the remaining Student Trustees will be able to vote. In the event of an equality of votes, the Chair shall not be entitled to a casting vote.</p> <p>3.3 A Student Trustee removed from office shall be entitled to appeal to an Appeal Body within 15 (fifteen) working days of the resolution. Such an appeal should be made in writing to the Chair of the Board of Trustees, stating the grounds for the appeal.</p> <p>3.4 The Appeal Body shall be made up of:</p> <p>3.4.1 The chair of Students' Union Council, who will act as Chair of the Appeal Body</p> <p>3.4.2 The Chair of the Trustee Board</p> <p>3.4.3 One other Student Trustee</p> <p>3.5 The decision of the Appeals Body is final.</p>
Independent External Trustees	<p>4. Removal of Independent External Trustees</p> <p>4.1 In line with Sheffield Hallam Students' Union's Articles of Governance, the office of an Independent External Trustee shall be vacated if they are removed by a resolution of the Trustees for not acting in the best interests of the Students' Union. Such a resolution will be passed by a simple majority of the Trustees provided that a majority of both the Elected Officer Trustees and the Independent External Trustees vote in favour of removing the Trustee.</p> <p>4.2 The Student Trustees will be able to vote but the Trustee concerned shall not vote on the resolution. In the event of an equality of votes, the Chair shall not be entitled to a casting vote.</p> <p>4.3 An Independent External Trustee will not have recourse to appeal against removal from office.</p>
Rights of Removed Trustees	<p>5. Rights of Removed Trustees</p> <p>5.1 A resolution to remove a Trustee shall not be passed unless the Trustee concerned has been given at least 15 (fifteen) working days' notice in writing that the resolution is to be proposed.</p> <p>5.2 The resolution must specify the circumstances alleged to justify removal from office.</p> <p>5.3 The Trustee shall have the opportunity to make full representation to the Trustee Board either in person or in writing.</p>