

GSU By-Laws

Background

1. Greenwich Students' Union ("the Union") is a Company Limited by Guarantee and a Registered Charity
2. These by-laws are ratified by the Trustees
3. These by-laws relate to the following:

General

1. Membership of GSU
2. General governance of GSU
3. Conduct & Complaints
4. General Meetings

Democracy

5. GSU Assembly
6. Representation
7. Scrutiny Panel
8. Elections
9. Referenda
10. Student Priorities

Definitions & Interpretations

4. Words and phrases used in these by-laws have the same meaning as ascribed to them in the Memorandum and Articles of Association of the Union unless the context otherwise requires.
5. "Constitution" or "articles" where referenced, should be understood as the Memorandum and Articles of Association of the Union.

Amendments

6. These by-laws may be altered, varied or amended by the Trustees of the Union in accordance with Article 42.
7. Amendments will be led by the Executive Committee, and considered by Governance Sub-Committee before ratification by Trustee Board.
8. Any amendments must be approved by the University's Governing Board as identified in the constitution.
9. This set of by-laws was approved by GSU's Trustee Board on 28th May, 2019 and ratified by University of Greenwich Governing Board 27th June, 2019.

By-Law 1	Membership of GSU
A. Members	<ol style="list-style-type: none"> 1. Members are as defined in Articles 11-16 <ol style="list-style-type: none"> a. In accordance with Article 14, Associate Members and Honorary Life Members shall not be considered as members of the Union for the purposes of the Articles, Bye-laws or Companies Acts.
B. Associate & Affiliate Members	<ol style="list-style-type: none"> 1. In accordance with Article 16 some Students shall be eligible to become Associate or Affiliate Members of the Union 2. Associate or Affiliate Members shall include all students whose normal place of study is at an institution other than the University. <ol style="list-style-type: none"> a. In accordance with Article 16 of the Memorandum and Articles of Association, Associate or Affiliate Members of the Union shall not take part in the Union's democratic processes. b. The terms of Associate or Affiliate Membership shall be as agreed by the Union on an individual basis for each Student, or for a group of Students at one institution. These terms will be agreed at a meeting of the Trustee Board. c. Students of Partner Colleges of the University are likely to be eligible to become Associate or Affiliate Members.
C. Honorary Life Members	<ol style="list-style-type: none"> 1. In accordance with Article 16.2 some Students shall be eligible to become Life Members of the Union. <ol style="list-style-type: none"> a. The arrangements and terms for Life Members shall be agreed by the Governance Subcommittee of Trustee Board 2. In accordance with Article 16.3 some Students shall be eligible to become Honorary Life Members of the Union. <ol style="list-style-type: none"> a. The process of application, arrangements and terms of Honorary Life Membership shall be as agreed by Governance Subcommittee of Trustee Board. b. The Executive Committee (GSU Officers) shall be responsible for convening a panel to: <ol style="list-style-type: none"> i. Propose the process of application for Honorary Life Membership to Governance Subcommittee ii. Elect and remove Honorary Life Members as determined by the process agreed and in accordance with disciplinary procedures
D. General Conditions	<ol style="list-style-type: none"> 1. All membership, with the exception of life membership, shall be valid for no more than one academic year. 2. All members shall be required to show their Student ID Card as proof of membership, or University ID Card as proof of staff status, and shall surrender it to an Officer or employee of the Union on demand.

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E. Opting Out	<ol style="list-style-type: none"> 1. The Union shall have the right to withdraw membership at any time in accordance with by-law 3 2. A Member may opt out of membership by informing the University Secretary, in writing that they wish to do so.
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By-Law 2	General Governance
A. Trustee Board	<ol style="list-style-type: none"> 1. There shall be a Trustee Board, made up of GSU Officers (Sabbatical Trustees), Student Trustees, Co-opted Trustees and a University Trustee in accordance with Article 45. 2. The Trustees shall be appointed in accordance with Article 46-61. 3. The Chair of the Trustees shall be a Co-Opted Trustee appointed in accordance with Article 62. 4. Powers of the Trustee Board and Proceedings of the Trustees are described in Articles 64-69.
B. Sub-Committees of Trustee Board	<ol style="list-style-type: none"> 1. The Trustee Board shall set up Sub-Committees in accordance with Article 72, which shall include committees to support the Trustee Board to ensure financial, legal and reputational oversight of the Union. <ol style="list-style-type: none"> a. A Sub-Committee shall be assigned oversight of Union governance, including ensuring best practice in student governance. <ol style="list-style-type: none"> i. This Sub-Committee shall be referred to in the by-laws as “Governance Sub-Committee” ii. This Sub-Committee shall ensure student decisions comply with fiduciary duties to the membership as set out by the Union’s charitable principles and any regulations related to the Education Act 1994. iii. This Sub-Committee must include at least one student trustee who is not a GSU Officer trustee. 2. The terms of reference and membership of all Sub-Committees shall be decided by the Trustee Board and included in guidance published online in a manner which is accessible to members.
C. Financial Procedures	<ol style="list-style-type: none"> 1. The Financial Affairs of the Union shall be conducted in accordance with the Constitution. 2. The Trustee Board shall be responsible for ensuring that audited accounts are presented annually to the University Court and the Annual Members Meeting of the Union. 3. The Financial Year shall be 1st August to 31st July. 4. There shall be a Financial Procedures Manual for the Union which shall be approved by the Trustee Board or a Sub-Committee of the Trustee Board and which shall contain all procedures relating to: <ol style="list-style-type: none"> a. Budgets b. Financial Reports c. Expenditure d. Remuneration

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	<ul style="list-style-type: none"> e. Liability f. Borrowing g. Procurement of goods and services <p>5. All financial transactions shall be recorded in accordance with arrangements agreed with the appointed auditors and the Financial Procedures Manual.</p> <p>6. No club, society or committee of the Union may hold funds or bank accounts other than with the Union.</p> <p>7. Further guidance will be maintained via the Financial Procedures Manual and reviewed regularly by the Trustee Board or a relevant Sub-Committee.</p>
<p>D. Appeals</p>	<ul style="list-style-type: none"> 1. A Trustee removed from office shall have the right to appeal, in accordance with Article 86. 2. There shall be an Appeal Body which shall comprise the Chair of Assembly, a University nominee, one independent person and a Chief Executive/General Manager and officer of another Students' Union, in accordance with Article 86. <ul style="list-style-type: none"> a. The University member shall be nominated by the University Secretary at the request of the Chair of Assembly, or their nominee should the appellant be the Chair. b. The independent person shall be a Member of the Union but shall not sit on Assembly c. The other Students' Union which shall be asked to supply two members of the Appeal Body shall be agreed between the Chair of Assembly and the Union's NUS representative

<p>By-Law 3</p>	<p>Conduct & Complaints</p>
<p>A. Code of Conduct</p>	<ul style="list-style-type: none"> 1. The Union shall maintain a Code of Conduct in accordance with the Student Charter 2. All members and all Trustees shall be subject to the Code of Conduct, particularly when on premises administered by or events organised by the Union. 3. The Code of Conduct shall be reviewed on a three-yearly basis by the Trustee Board

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<p>B. Complaints Procedure</p>	<ol style="list-style-type: none"> 1. The Union shall maintain a complaints procedure 2. The complaints procedure shall be reviewed on a three-yearly basis subject to the approval of Trustee Board 3. Any student or group of students dissatisfied with their dealings with the Union has the right to make a complaint. 4. Students also have the right to make a complaint if they claim to have been unfairly disadvantaged as a result of opting out of Union membership. 5. All complaints will be dealt with fairly and promptly and will be investigated according to the Complaints Procedure
<p>C. Disciplinary Procedure</p>	<ol style="list-style-type: none"> 1. The Union shall maintain a disciplinary procedure 2. The disciplinary procedure shall be reviewed on a three-yearly basis subject to the approval of Trustee Board 3. Any breaches in law or University regulations/policies shall be dealt with by the Police or University respectively ahead of proceeding through the Union's disciplinary procedure. <ol style="list-style-type: none"> a. Exceptions to this are in the case of the Union taking precautionary measures and/or actions as necessary whilst investigations are ongoing to ensure the duty of care to the wider membership and/or the accused. 4. Proceedings through the Union's disciplinary procedure may proceed in advance of or alongside a University investigation in cases where the Union has some delegated responsibility for University Policy. Examples of this are in instances related to speakers or spaces, in line with university guidance for safeguarding and compliance. 5. All disciplinary matters will be dealt with fairly and promptly. The disciplinary procedure shall provide guidance on the timing of disciplinary panels and appeals and the Union shall abide by these timings.
<p>D. Members Disciplinary Procedure</p>	<ol style="list-style-type: none"> 1. Alleged breaches of the Code of Conduct by members of the Union shall be referred to the Members Disciplinary Panel 2. The membership of the panel shall be: <ol style="list-style-type: none"> a. A GSU Officer who is not the President; b. one Student Representative as defined by by-law 6 (Representation) who is not a GSU Officer; and c. one member of Union Staff. 3. No member of the Members Disciplinary Panel may have had prior involvement with the matter to be considered.

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	<p>4. Decisions shall be made and communicated in a timely manner in accordance with the Disciplinary Procedure.</p>
<p>E. Members Disciplinary Appeals</p>	<ol style="list-style-type: none"> 1. Appeals against the decisions of the Members Disciplinary Panel shall be heard by the Members Disciplinary Appeals Panel. 2. Appeals may be made against: <ol style="list-style-type: none"> a. the finding of a breach of the Code of Conduct; b. the sanction imposed; or c. the process applied. 3. The membership of the panel shall be: <ol style="list-style-type: none"> a. The President (chair); b. one non-sabbatical Trustee; and c. one member of Union Staff. 4. No member of the Members Disciplinary Appeals Panel may have had prior involvement with the matter to be considered and may not simultaneously serve on any Members Disciplinary Panel. 5. Decisions shall be made and communicated in a timely manner in accordance with the Disciplinary Procedure.
<p>F. Sanctions</p>	<ol style="list-style-type: none"> 1. The Members Disciplinary Panel and Members Disciplinary Appeals Panel may impose sanctions. 2. Sanctions may be imposed up to and including the indefinite suspension of any or all of the privileges of membership of the Union as outlined in the Union's Disciplinary Procedure.

<p>By-Law 4</p>	<p>General Meetings</p>
<p>A. General Meetings</p>	<ol style="list-style-type: none"> 1. General Meetings are as defined by Articles 17-19 and shall be chaired by the President 2. General Meetings shall be held alongside Assembly as required 3. Proceedings at General Meetings shall mirror those of Assembly

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<p>B. Annual Members Meeting</p>	<ol style="list-style-type: none"> 1. The Union shall host an Annual Members Meeting (AMM) as defined in Article 17 2. AMM will be held alongside a meeting of Assembly 3. Voting shall be held online 4. Quoracy of the AMM shall be determined by the participation of voters
<p>C. Extraordinary General Meeting</p>	<ol style="list-style-type: none"> 1. An Extraordinary General Meeting (EGM) may be called to determine policy which is time sensitive and which falls out of the Assembly or Referendum cycles of the Union 2. An EGM must be called with the purpose to resolve a specific petition or motion, or multiple petitions or motions 3. An EGM may be called by the President as instructed by: <ol style="list-style-type: none"> a. Trustee Board b. Assembly c. Signed petition of 100 members 4. Petitions or motions shall include the name, e-mail address, and Student ID number of the proposer together with the name, e-mail address, and Student ID number of all signatories 5. An EGM shall be held within 15 working days of a valid instruction or proposal 6. Proceedings at EGMs shall mirror those of Assembly, including proceedings relating to quoracy and online voting
<p>D. Amendments to the Constitution</p>	<ol style="list-style-type: none"> 1. As defined by Articles 37-44, amendments to the constitution will be valid if 75% of attendees at either the Annual Members Meeting or an Extraordinary General Meeting pass the proposed changes

<p>By-Law 5</p>	<p>GSU Assembly</p>
<p>A. Role & Purpose</p>	<ol style="list-style-type: none"> 1. The role and purpose of Assembly is as defined by Article 92 of the Articles of Association. 2. The principle purpose of Assembly has the authority to represent the voice of students, make decisions which reflect the voice of students, and set policy for the Union in accordance with Article 92. <ol style="list-style-type: none"> a. Accountability of GSU Officers shall be facilitated by the Scrutiny Panel, as detailed in by-law 7 (Scrutiny Panel).

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<p>B. Membership</p>	<ol style="list-style-type: none"> 3. Assembly shall consist of students from representative groups across the Union Membership, all of whom shall be full members of the Union 4. Representatives as defined in by-law 6 (Representation) will be invited to register online as members of Assembly with full details of registration included in the Assembly guidance document. <ol style="list-style-type: none"> a. Registration for Assembly will remain open throughout the year b. Once registered, Assembly members will remain registered until the end of the academic year in which their role was elected c. Assembly members will be allowed to de-register 5. Representative groups of students who will be invited to register for Assembly are: <ol style="list-style-type: none"> a. Programme Representatives b. Group Leaders [Presidents and nominee as detailed in by-law 6 (Representation)] c. Faculty Officers d. Sports Executives e. Society Executives 6. Students who do not register as members of Assembly will not be counted as members of Assembly 7. No one may hold more than one seat on Assembly at any one time 8. GSU Officers do not count towards Assembly membership as outlined by by-law 6 (Representation).
<p>C. Chair</p>	<ol style="list-style-type: none"> 1. There will be a Chair of Assembly 2. The Chair of the Assembly will be the GSU Officer who holds the President Role within the GSU Officer team 3. The Chair will be responsible for: <ol style="list-style-type: none"> a. Determining the structure, agenda and transparency of Assembly meetings b. Determining the category and subsequent actions required for submissions to Assembly c. Ensuring the fairness of votes d. Liaison between Assembly and Trustee Board 4. The Chair will determine if a submission should be: <ol style="list-style-type: none"> a. Added to the Assembly agenda b. Referred to a sub-committee c. Resolved outside of Assembly d. Amended to a different category of submission <ol style="list-style-type: none"> i. Amendments will be done in liaison with the original submitter ii. Any amendments or changes by the Chair will entitle the submission to be heard again by Assembly if requested by the submitter 5. In an instance where there is a motion of no-confidence in the Chair, the GSU Officer with the second highest number of votes shall assume the place of Chair while the motion is heard.

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	<ol style="list-style-type: none"> 6. After the motion is heard, there shall be a vote by ballot of registered Assembly members who are present at Assembly 7. If the motion passes, the GSU Officer with the second highest number of votes will remain as Chair for the rest of Assembly, and any further Assemblies that academic year. 8. If the motion falls, the President shall assume their original role as Chair 9. Full details of the proceedings of a motion of no-confidence in the Chair shall be detailed in the Assembly guidance document.
<p>D. Meetings & Attendance</p>	<ol style="list-style-type: none"> 1. Meetings shall take place four times annually 2. The structure and agenda of meetings shall be determined by the Chair 3. Content for the agenda will be gathered from: <ol style="list-style-type: none"> a. Sub-committees of Assembly b. Topics raised or submitted by students c. Any other appropriate source 4. All registered Assembly members will be invited to attend and take part in discussions and decision making on submissions at the meeting <ol style="list-style-type: none"> a. Any student who wishes to attend will be able to do so as an observer, and may speak on submissions but will not be able to vote b. From time to time staff may be invited to speak. Invitations will be approved by the Chair.
<p>E. Powers</p>	<ol style="list-style-type: none"> 1. All students will have the right to send submissions to Assembly for consideration 2. Submissions should be understood to include: <ol style="list-style-type: none"> a. Motions for Union policy implementation or policy change b. By-law amendments in line with Article 92 c. Calls for a referendum d. Matters submitted by Petition with the appropriate signatories e. Motions of no-confidence in the Chair, or in GSU Officers f. Amendments to Representative job descriptions g. Amendments to Union procedures h. Discussions on any issue of relevance to students 3. Assembly may, by voting, on any submission topic sent to it: <ol style="list-style-type: none"> a. Approve all or any part of the submission; b. Reject all or any part of the submission; c. Compose its own statement on the subject of the submission; d. Refer the submission to another representative group such as a sub-committee or society; e. Establish sub-committees to support the work of Assembly; f. Propose or amend by-laws in line with Article 92.3; g. Defer the submission or discussion to the next Assembly, pending further investigation; or

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	<ul style="list-style-type: none"> h. Refer the submission to a Referendum. 4. Voting will be determined by a simple majority unless otherwise required or specified. 5. Policy passed by Assembly shall remain live until ceased by a vote of Assembly. 6. Decisions subject to authority of Trustee Board in accordance with Article 96. 7. Unless otherwise specified, submissions cannot be made to Assembly more than once in an academic year.
<p>F. Voting</p>	<ul style="list-style-type: none"> 1. The Chair of Assembly will be responsible for ensuring a fair vote on any submissions as necessary. <ul style="list-style-type: none"> a. Voting will take place online to facilitate accessible participation <ul style="list-style-type: none"> i. The only exception to this is in the case of a no-confidence in the Chair vote, as detailed in by-law 5 (Assembly) Clause C (Chair). b. Voting on any submission will be open for five working days c. At least 50 registered members or 50% of registered members of Assembly must take part in the online vote for the vote to be quorate. <ul style="list-style-type: none"> i. The numbers required for quoracy will be determined by the Chair prior to the vote, and quoracy will be commiserate with the impact of the vote. <ul style="list-style-type: none"> 1. The Chair may seek guidance from the Governance Sub-committee as required. ii. If the vote is taking place on a discussion or a non-binding submission, a non-quorate vote may still be valid as indicative of student opinion. This will be determined by the Chair. d. If the vote does not reach quorum, the Chair shall determine either to: <ul style="list-style-type: none"> i. Defer the vote to the next Assembly ii. Host another opportunity for Assembly members to vote iii. Refer the decision to Trustee Board iv. Refer the vote to Referendum
<p>G. Assembly Sub-committees</p>	<ul style="list-style-type: none"> 1. Sub-committees may be established by Assembly <ul style="list-style-type: none"> a. Support the work of Assembly b. Represent the views of members locally c. Facilitate local decision making by receiving delegated authority on issues from Assembly 2. All sub-committees of Assembly will have the power to: <ul style="list-style-type: none"> a. Refer a submission or discussion to Assembly b. Discuss and vote on submissions related to the sub-committee c. Refer the submission to another representative group d. Defer the submission pending further investigation 3. All sub-committees of Assembly must set out: <ul style="list-style-type: none"> a. Their purpose b. Frequency of meetings

	<ul style="list-style-type: none">c. Chair/s and/or leadership4. All students have the right to organise informal groups which may lobby and make submissions to Assembly<ul style="list-style-type: none">a. If students wish to formalise the group/s in which they organise, they can make a submission to Assembly for ratification as a formal sub-committee.5. Faculty Forums<ul style="list-style-type: none">a. Faculty Forums shall be responsible for:<ul style="list-style-type: none">i. Representing Members within their Faculty on academic, student experience, and other issues;ii. Providing a mechanism for Programme Representatives to raise issues of concern;iii. Liaising with the appropriate member of University staff where issues of relevance are concerned;iv. Providing a forum for general debate and discussion on Faculty issuesv. Making decisions or passing policy relating to students within the Faculty or on issues referred to the Forum from Assemblyb. There will be at least two Faculty Forums per Faculty each academic yearc. A GSU Officer will lead Faculty forums, alongside the respective Faculty Officers. As a group they will nominate a Chair amongst them for each Faculty's Forum.d. Faculty Officers will be responsible for shaping agendas alongside the chosen Chaire. Programme Representatives will be invited to attend and vote in Faculty Forumsf. Voting on Faculty Forum matters will be conducted online, with registered Programme Representatives invited as voting members6. Activities Executive Committee (Sports and Societies Executive)<ul style="list-style-type: none">a. The Activities Executive Committee's core purpose is to develop the offer for student groups and represent these groups and their needs to the Union<ul style="list-style-type: none">i. From time to time, Sports and Societies Executives may meet separately to discuss area related mattersii. Both Sports and Societies Executivesb. The Activities Executive Committee is responsible for developing and following guidance related to Student Groups which will include processes for:<ul style="list-style-type: none">i. Approval and removal of student groupsii. Criteria for membership of student groupsiii. Significant funding matters specific to Student Groupsiv. Resolving committee related issuesv. Governance of Student Groupsvi. Reward and recognition of student groups
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	<ul style="list-style-type: none"> vii. Any other appropriate matters pertaining to the Activities offer at the Union c. Activities Executive Committee shall meet no less than six times annually d. Activities Executive Committee shall be led by a nominated member of the GSU Officer team <p>7. Welfare Network</p> <ul style="list-style-type: none"> a. The Welfare Network is responsible for considering the student experience, and how to ensure all students can engage effectively in University life. This group will recommend actions on issues such as (but not limited to) liberation, accessibility, access and participation, advice and student support. b. All students will be welcome to sit on the Welfare Network, and will register as needed. The group will work closely with group leaders who represent the welfare interests of students. c. The Welfare Network will meet at least twice annually d. A GSU Officer will lead Welfare Network, and will support the election of a Chair
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By-Law 6	Representation
A. Representatives	<ul style="list-style-type: none"> 1. The following shall be Representatives of the Union: <ul style="list-style-type: none"> a. GSU Officers (Sabbatical Officer Trustees) b. Faculty Officers c. Sports and Societies Executives d. Programme Representatives e. Group Leaders 2. All elected Representatives when acting on behalf of the Union shall: <ul style="list-style-type: none"> a. Abide by the policies of the Union; b. Carry out duties as described in the Constitution and in job descriptions approved by the Governance sub-committee 3. All Representatives, with the exception of GSU Officers, shall be eligible to vote and participate in Assembly, as outlined by by-law 5 (Assembly)
B. GSU Officers	<ul style="list-style-type: none"> 1. GSU Officers shall be appointed in accordance with Articles 46-53. 2. There shall be four GSU Officer Posts in accordance with Article 46. 3. These four GSU Officers shall form the Executive Committee, for purposes outlined in the Articles and throughout the by-laws. 4. These will be open remitted roles, with the exception of President <ul style="list-style-type: none"> a. The President role shall be offered to the candidate who has the most votes when voted into Office during Elections b. If the candidate who has the most votes does not accept the post of President, it shall be offered to the candidate with the next highest number of votes, and so on.

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	<ul style="list-style-type: none"> c. If no candidates wish to accept the post of President, the role will by default be held by the candidate with the most votes. 5. GSU Officers' period of employment at the Union shall start in June of the previous academic year, on such a date as to give ten working days at the end of the month to coincide with the term of GSU Officers from that year. 6. GSU Officers shall have a contract of employment, terms and conditions of employment and job descriptions approved by the Governance Sub-Committee. 7. A GSU Officer may be removed from office in accordance with Articles 79-81 and Article 85. <ul style="list-style-type: none"> a. GSU Officers who are removed have the right to appeal, in accordance with Article 85-86 and by-law 2 (General Governance) clause D (Appeals). 8. A GSU Officer may resign from office, with one month's notice in accordance with the terms and conditions of employment, by writing to the President. The President may resign from office by writing to the Chair of the Trustee Board.
<p>C. Faculty Officers</p>	<ul style="list-style-type: none"> 1. There are four Faculty Officers per Faculty of the University <ul style="list-style-type: none"> a. Faculty of Engineering & Science b. Faculty of Education & Health c. Faculty of Liberal Arts & Sciences d. Faculty of Business 2. Eligibility to stand for the Faculty Officer positions is limited to students who are registered as students within the Faculty 3. Where there is a question as to which School a student belongs to the current School registered by the University shall be used. 4. Faculty Officers shall be elected in accordance with by-law 8 (Elections). 5. Faculty Officer terms shall be for 12 months 6. Faculty Officers shall be responsible for hosting and enabling Faculty Forums as detailed by by-law 6 (Assembly) clause G (Sub-Committees). 7. Faculty Officer may resign from office by writing to the President.
<p>D. Programme Representatives</p>	<ul style="list-style-type: none"> 1. There should be two student representatives for each year of each programme 2. Programme Representatives shall be responsible for enabling and representing the views and needs of students within the programme of study 3. Programme Representatives will be elected in their first term of study each academic year 4. All Programme Representatives are eligible to attend and register to vote on Student Assembly and in relevant Faculty Forums. 5. Programme Representatives may resign from Office by writing to the Programme Leader who will support a new election.

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<p>E. Activities Executive Committee</p>	<ol style="list-style-type: none"> 1. There shall be five Sports Executives, and five Societies Executives 2. Eligibility for Executive roles is as follows: <ol style="list-style-type: none"> a. Must be a full member of GSU b. Must be a member of a sports club or society to run for the respective Executive role/s c. Must not be a current GSU Officer 3. All Executives shall be Elected in accordance with by-law 8 (Elections). <ol style="list-style-type: none"> i. Elections for Executives must be held annually ii. Elections will be overseen by the Activities Team iii. Elections will be held in accordance with guidance from by-law 8 (Elections), and will be subject to the Union's Election Rules
<p>F. Group Leaders</p>	<ol style="list-style-type: none"> 1. All student groups must have a representative team who shall collectively be known as Group Leaders. <ol style="list-style-type: none"> a. The representative team shall consist of at least three members who shall be responsible for the activities and events of the student group b. All groups must have at least a President and Treasurer c. To run as a Group Leader students must be a member of the respective group d. Two members of the Group Leadership team of each society (President plus one additional nominee) shall be eligible to register as voting members of Assembly. 2. Group Leader Elections <ol style="list-style-type: none"> a. Elections for Executives must be held annually b. Elections will be overseen by the Activities Team c. Elections will be held in accordance with guidance from the Elections by-law, and will be subject to the Union's Election Rules 3. Group Leaders Conference <ol style="list-style-type: none"> a. Group Leaders shall be responsible for ensuring their group is ratified for the year ahead by attending the Group Leaders Conference and any other mandatory training as set out by the Activities Guidance, which will be set out as detailed in by-law 5 clause G
<p>G. Removal of Representatives</p>	<ol style="list-style-type: none"> 1. All Representatives are accountable to the students which they were elected to represent. 2. The process for removal of representatives will be included in each representative's role description and guidance notes.

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By-Law 7	Scrutiny Panel
A. Purpose	<ol style="list-style-type: none"> 1. The Purpose of a Scrutiny Panel is to: <ol style="list-style-type: none"> a. Overview and assess the work of GSU Officer Trustees in accordance with Article 92. b. Ensure that every Officer is performing adequately in their role and to provide support and suggestions for improvement. c. Act as a critical friend to support GSU Officer plans, by sometimes recommending alternative or additional courses of action. d. Receive details, where relevant, of GSU Officers political expenditure e. Determine whether any further action is needed to improve GSU Officer performance for the benefit of the student membership
B. Membership & Attendance	<ol style="list-style-type: none"> 1. The Chair of the Scrutiny Panel shall be a student Trustee as nominated by the Governance Sub-Committee, but not a GSU Officer Trustee 2. There shall be at five panellists; <ol style="list-style-type: none"> a. Panellists will be drawn from students who are involved with Representative roles, as detailed in by-law 6 (Representation). b. A majority of invited panellists and a separate Chair must be present for the panel to take place c. The final composition, eligibility, and procedures for selection of scrutiny panel members shall be contained in a scrutiny panel guidance document 3. Each Student who is selected and attends a Scrutiny Panel shall be entitled to reimbursement for their time and any expenses. <ol style="list-style-type: none"> a. This reimbursement will be decided on an Annual basis by the Trustee board via the Governance Sub-Committee.
C. Meetings	<ol style="list-style-type: none"> 1. Meetings shall take place at least four times annually 2. All meetings shall be scheduled in line with both Assembly meetings and Governance Sub-Committee meetings to ensure appropriate reporting and a smooth cycle of business. 3. Students can call an additional meeting through: <ol style="list-style-type: none"> a. A proposal to Assembly; b. A petition signed by 100 members 4. Meetings of the scrutiny panel shall ordinarily be open for members of the union to attend. In exceptional circumstances the scrutiny panel may exclude members from the meeting and sit in private. The scrutiny committee guidance document shall provide guidance on when a private sitting may be necessary.
D. Actions & Powers	<ol style="list-style-type: none"> 1. Every GSU Officer shall provide a written report detailing their work since the previous meeting and the progress they have made towards their set goals in the Accountability Matrix. The format of the report shall be outlined in the scrutiny panel guidance document.

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	<ol style="list-style-type: none"> 2. The Panel shall also receive information of the days of leave and Time of in Lieu (TOIL) taken by the Officer during the relevant period. 3. The Panel shall review GSU Officer reports alongside key information on student needs. 4. The Scrutiny Panel has the power to determine one of the following outcomes for GSU Officers: <ol style="list-style-type: none"> a. Approve Officer activity which is on track b. Motivate: Used in the instance of Officer under performance or lack of progress towards goals. <ol style="list-style-type: none"> i. In this instance the GSU Officer would be required to enhance reporting, and seek member approval from various areas of contention. ii. Specific goals to improve performance should be set which are commiserate with issues raised. c. Investigate: Used in the instance of a GSU Officer misconduct issue, or a persistent lack of progress towards goals. <ol style="list-style-type: none"> i. In this instance, the Panel may require further investigation ii. The Panel may require the GSU Officer to engage in public reporting or accountability measures, and/or report ways to resolve issues. iii. Any additional reports or actions may be subject to student approval as deemed necessary by the Panel and which is commiserate with issues raised. d. Removal: Used in an instance of gross misconduct or persistent underperformance. <ol style="list-style-type: none"> i. A motion to hold a no-confidence would be circulated by the Panel to either an Assembly, and/or Trustee Board as necessary and as ruled appropriate by the panel. ii. If the motion is submitted to Assembly, it must pass with a 66% majority of a quorate voter pool in accordance with by-law 5 (Assembly) clause F (Voting). iii. If the motion passes and a referendum is held, a minimum of 500 students must take part in the referendum, and can only pass if there is a 66% majority in favour of the motion, in accordance with Article 80. 5. The scrutiny panel guidance document may set out in further detail a framework for arriving at each outcome. 6. After every meeting, the Panel shall report to Members via online statement the outcomes for each GSU Officer, along with comments explaining how the Panel came to its position and any recommendations for improvement or additional support for the Officer. 7. At the first Scrutiny Panel of the year, GSU Officers shall submit their individual and collective goals for the year ahead, in line with the accountability matrix set out within the scrutiny panel guidance document. This should include an indication of cost and time lines. 8. In the case where the Scrutiny Panel believes that disciplinary action is required, the Panel may propose a motion to Assembly as detailed above.
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	9. In the case where the Scrutiny Panel believes that disciplinary action is required of the President, the Panel may propose a motion to Trustee Board.
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By-Law 8	Elections
A. Procedure	<ol style="list-style-type: none"> 1. The procedure for Elections is as defined by Article 46. 2. There shall be Elections for: <ol style="list-style-type: none"> a. GSU Officer b. Faculty Officers c. NUS Delegates 3. Elections for GSU Officer and Faculty Officer shall be held in the second semester of the academic year preceding the academic year in which the seats are available. 4. Elections for NUS Delegate shall be conducted within a timeline as required by NUS and Union requirements 5. Voting shall be conducted by secret ballot using the single transferable vote (STV) system. 6. The ballot shall be conducted under the principle of One Member One Vote
B. Returning Officer	<ol style="list-style-type: none"> 7. NUS shall act as the Returning Officer for Elections 8. The Returning Officers shall be assisted by the permanent staff of the Union in conducting these elections, who may act as nominees or Deputy Returning Officer/s. 9. The Returning Officer, or their nominee(s), shall be responsible for the organisation of all Union elections and for ensuring that adequate notice of the following is produced: <ol style="list-style-type: none"> a. Post open for election b. Eligibility in accordance with Articles 11-16 c. Validity of nominations d. All key dates relevant to elections, including: <ol style="list-style-type: none"> i. Nominations ii. Candidate Deadlines iii. Voting iv. The count v. Results
C. Rules & Guidance	<ol style="list-style-type: none"> 1. The Returning Officer, or their nominee(s), shall also be responsible for: <ol style="list-style-type: none"> a. Producing and enforcing election procedures b. Producing and enforcing election rules, including Union and University regulations. c. Applying appropriate sanctions to candidates to ensure a free and fair election

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	<ul style="list-style-type: none"> d. Reporting results 2. Offences may also be referred for consideration under the Union and/or University disciplinary procedures 3. Complaints about candidates or any aspect of the elections shall be made in writing to the Returning Officer or their nominee(s)
D. By-Elections	<ul style="list-style-type: none"> 1. By-elections shall be held in accordance with Article 87 2. Except in the case of a GSU Officer position, in the event of a post becoming vacant due to resignation, non-engagement or a vote of no confidence, the post can be filled by co-option <ul style="list-style-type: none"> a. Non-engagement is defined by: <ul style="list-style-type: none"> i. Not attending or sending apologies to two required meetings; ii. Not registering to vote after election iii. Not engaging with GSU Officers or staff members regarding key elements of the role b. Representatives who are accused of non-engagement shall be given fair notice of the risk of resignation, and shall have 5 working days to reply. <ul style="list-style-type: none"> i. If representatives do not reply they will be assumed as automatically resigned ii. If representatives do reply they must commit to a meeting with the Chair of Assembly to discuss and support their future engagement c. Non-engagement shall ultimately be determined by the Executive Committee (GSU Officers) with the final ruling by Chair of Assembly. d. A ruling of non-engagement can be challenged by an appeal to Governance Subcommittee e. An appeal must be on the basis of; <ul style="list-style-type: none"> i. The process applied ii. The finding of non-engagement 3. Co-options will be overseen by the Executive Committee (GSU Officers, led by the Chair of Assembly, and ratified by the Governance Subcommittee

By-Law 9	Referendum
A. Role & Powers	<ul style="list-style-type: none"> 1. A referendum is the most powerful form of student decision making at the Union 2. Decisions made at referenda may only be overturned by Trustee Board if the decisions made by the referenda put the Union at risk in the following areas: <ul style="list-style-type: none"> a. Financial b. Reputational c. Legal
B. Procedure	<ul style="list-style-type: none"> 1. The President shall be responsible for organising a referendum when instructed by: <ul style="list-style-type: none"> a. A decision to do so made by Assembly

	<ul style="list-style-type: none"> b. A decision to do so made at an Annual Members Meeting or other General Meeting (including Extraordinary General Meetings) c. A petition of 300 full members of the Union which include the student name, e-mail address & student ID number of proposer together with student name, e-mail address & student ID number of signatories. d. A decision of the Trustees in accordance with Article 69. <ol style="list-style-type: none"> 2. A decision or petition for a referendum shall specify a single motion or multiple separate motions <ul style="list-style-type: none"> a. A motion must clearly state what it resolves for the Union and the title must reflect this b. In some instances the President may ask the proposer to agree to minor amends the motion or title to enable clarity and understanding before the motion is posted 3. All motions to be considered at a referendum shall be posted online when the referendum is announced, setting a clear timeline for members to submit amendments or direct negatives to the motion 4. Amendments to the motion, or direct negatives to the motion, may be submitted to the President from: <ul style="list-style-type: none"> a. A petition of 100 full members of the Union which include the student name, e-mail address & student ID number of proposer together with student name, e-mail address & student ID number of signatories. b. A 66% majority of Assembly voters c. A 66% majority of Annual Members Meeting 5. If an amendment is submitted which negates the motion, the President may rule it out of order or suggest that it is reformed as a direct negative to the motion 6. If two amendments are submitted with the same sentiment the President shall rule that only the first received shall be accepted 7. Notice of amendments shall be posted online when the window for amendments closes 8. Prior to the referendum the President shall call a meeting open to all full members to debate the motions to be considered. The meeting shall be chaired by the President.
<p>C. Returning Officer</p>	<ol style="list-style-type: none"> 1. NUS shall act as the Returning Officer for voting in referenda 2. The Returning Officers shall be assisted by the permanent staff of the Union in conducting the vote, who may act as nominees or Deputy Returning Officer 3. The Returning Officer, or their nominee(s), shall be responsible for the organisation of all Union voting and for ensuring that adequate notice of the following is produced: <ul style="list-style-type: none"> a. Guidance on submitting a motion and amendments b. Guidance and rules for campaigners c. Guidance and format of balloting

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	<ul style="list-style-type: none"> d. All key dates relevant to referenda, including: <ul style="list-style-type: none"> i. Motions & Amendments ii. Deadlines iii. Open Meeting/s iv. Voting e. Results
D. Rules & Guidance	<ul style="list-style-type: none"> 1. The referendum shall be conducted by means of a ballot open to all Members. 2. Where there has been no direct negative and no amendments the ballot shall be held with a Yes/No option on the ballot paper 3. The proposal and any alternative proposals shall be clearly displayed at each polling station. In the case of amendments to the constitution or by-laws, the full wording of the amendments shall be displayed. 4. In accordance with by-law 8 (Elections) the Returning Officer, or their nominee(s), shall also be responsible for: <ul style="list-style-type: none"> a. Producing and enforcing referendum procedures b. Producing and enforcing referendum rules, including Union and University regulations. c. Applying appropriate sanctions to campaigners to ensure a free and fair referendum d. Reporting results 5. Complaints about campaigners or any aspect of the referendum shall be made in writing to the Returning Officer or their nominee(s)
E. Notice & Timing	<ul style="list-style-type: none"> 1. Notice and Timings of Referenda shall be agreed by the Returning Officer (or their nominees) and the President, and detailed in Referenda Rules & Guidance
F. Quorum	<ul style="list-style-type: none"> 1. For the referenda to be valid, at least 500 members must participate in the vote on the main motion submitted

By-Law 10	Student Priorities
A. Procedure	<ul style="list-style-type: none"> i. Student Priorities will influence the direction, actions and strategy of the Union ii. The Union shall investigate annually the priorities of students iii. The Union's investigation should include: <ul style="list-style-type: none"> a. Consultation with members reflective of the Greenwich community b. Cross campus ballot in which all members are eligible to vote and which should be conducted in line with by-law 8 (Elections).

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	<p>iv. When results are finalised they should be accessible to members online and communicated to University partners</p>
<p>B. Powers</p>	<p>i. Student Priorities should be considered alongside Union strategy, charitable principles, and GSU Officer goals to determine activity at the Union</p> <p>ii. GSU Officers shall be responsible for reporting on and ensuring the success of Student Priorities, and shall report on activity against the Priorities at:</p> <ul style="list-style-type: none"> a. University Governing Body b. Trustee Board c. Scrutiny Panel d. Annual Members Meeting e. Assembly <p>iii. GSU Officers shall be held to account on their activity to further the goals set out in Student Priorities as detailed in by-law 7 (Scrutiny Panel).</p>

Additional Materials:

The following are additional materials mentioned throughout the by-laws. A number of these documents will be new or due for update, and as such have not been provided alongside these by-laws.

- Scrutiny Panel Guidance: To be completed by August pending by-laws approval.
- Assembly Guidance: To be completed by August pending by-laws approval.
- Election Rules & Guidance: Complete pending minor updates for 2019/20 academic year.
- Referenda Rules & Guidance: Complete pending minor updates for 2019/20 academic year.
- Activities & Student Group Guidance: Partially complete pending by-laws review and Advice Strategy. Due August pending approval from Activities Executive.
- Student Priorities Guidance: To be completed by August pending by-laws approval.
- Role Descriptions with removal Processes: To be completed by August pending by-laws approval.
- Complaints & Disciplinary Procedure incl. code of conduct: In progress and due for completion July 2019.
- Financial Procedures Handbook: Complete and due for update for 2019/20 academic year.
- Trustee Board Sub-Committee Terms of Reference: Complete pending minor updates post by-law approval and M&A review.