

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

Student Voice & Leadership

5. GSU Assembly
6. Representation & Leadership
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. "Articles" where referenced, should be understood as the Memorandum and Articles of Association of the Union.
6. All by-laws, policies and procedures should be understood to apply both digitally (i.e. online) and physically.

Amendments

7. These by-laws may be altered, varied or amended by the Trustees of the Union in accordance with Article 6.
8. Amendments will be led by the Executive Committee and may be considered by Governance Committee before ratification by Trustee Board.
9. This set of by-laws was approved by GSU's Trustee Board on [DATE]

GSU By-Laws

By-Law 1	Membership of GSU
A. Members	<ol style="list-style-type: none"> 1. Members are as defined in Article 13 <ol style="list-style-type: none"> a. In accordance with Article 13, 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 13 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"> i. In accordance with Article 13 of the Memorandum and Articles of Association, Associate or Affiliate Members of the Union shall not take part in the Union's democratic processes. <ol style="list-style-type: none"> a. 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. b. Students of Partner Colleges of the University are likely to be eligible to become Associate or Affiliate Members.
C. Life Members	<ol style="list-style-type: none"> 1. In accordance with Article 13.4 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
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.
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 (Conduct & Complaints) 2. A Member may opt out of membership by informing the University Secretary, in writing that they wish to do so.
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 24.

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By-Law 2	General Governance
	<ol style="list-style-type: none"> 2. The Trustees shall be appointed in accordance with Article 25 - 36. 3. The Chair of the Trustees shall be a Co-Opted Trustee appointed in accordance with Article 29. 4. Powers of the Trustee Board and Proceedings of the Trustees are described in Articles 37 – 45.
B. Committees of Trustee Board	<ol style="list-style-type: none"> 1. The Trustee Board shall set up Committees in accordance with Article 39, 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. Committee shall be assigned oversight of Union governance, including ensuring best practice in student governance. <ol style="list-style-type: none"> i. This Committee shall be referred to in the by-laws as “Governance Committee” but may be referred to otherwise within GSU. ii. This 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 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 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 e. Liability

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By-Law 2	General Governance
	<ul style="list-style-type: none"> f. Borrowing g. Procurement of goods and services <ol style="list-style-type: none"> 5. All financial transactions shall be recorded in accordance with arrangements agreed with the appointed auditors and the Financial Procedures Manual. 6. No club, society or committee of the Union may hold funds or bank accounts other than with the Union. 7. Further guidance will be maintained via the Financial Procedures Manual and reviewed regularly by the Trustee Board or a relevant Sub-Committee.
D. Appeals	<ol style="list-style-type: none"> 1. A Trustee removed from office shall have the right to appeal, in accordance with Article 35. 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 35.2. <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
By-Law 3	Conduct & Complaints
A. Safe Space Policy	<ol style="list-style-type: none"> 1. The Union shall maintain a code of conduct called a Safe Space Policy 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
B. Complaints Procedure	<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.

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By-Law 3	Conduct & Complaints
	<ol style="list-style-type: none"> 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
C. Disciplinary Procedure	<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.
D. Members Disciplinary Procedure	<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. 4. Decisions shall be made and communicated in a timely manner in accordance with the Disciplinary Procedure.
E. Members Disciplinary Appeals	<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;

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By-Law 3	Conduct & Complaints
	<ul style="list-style-type: none"> b. the sanction imposed; or c. the process applied. <p>3. The membership of the panel shall be:</p> <ul style="list-style-type: none"> a. The President (chair); b. one non-sabbatical Trustee; and c. one member of Union Staff. <p>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.</p> <p>5. Decisions shall be made and communicated in a timely manner in accordance with the Disciplinary Procedure.</p>
F. Sanctions	<ul 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

By-Law 4	General Meetings
A. General Meetings	1. General Meetings are as defined by Articles 15-23 and shall be chaired by the President
B. Amendments to the Articles	1. As defined by Article 5 and 16, 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
C. Adjournment without a quorum	<p>1. If both the initial session of a General Meeting and the first adjournment of it are not quorate in the circumstances outlined in Article 20.2, the procedure will be as follows:</p> <ul style="list-style-type: none"> a. the Trustees shall request a Student Assembly meeting; b. all registered Assembly members will be invited to attend the Student Assembly meeting; c. the sole agenda item for the Student Assembly meeting will be facilitation of the adjourned General Meeting;

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By-Law 4	General Meetings
	<ul style="list-style-type: none"> d. the Trustees and/or Chair of the Student Assembly meeting may deviate from the By-laws as typically apply to the conduct of Student Assembly meetings, for the purpose of facilitating a quorate General Meeting under this By-law and Article 20.2, and there shall be no quorum requirement at the Student Assembly meeting (beyond the general law relating to the conduct of meetings); e. the Student Assembly shall be notified at the meeting that both the initial session of the General Meeting and the adjourned session of it have not reached quorum and that the adjourned General Meeting will be reconvened immediately after the Student Assembly meeting; f. immediately after the Student Assembly meeting, the adjourned General Meeting shall be reconvened and those Members who are present at that point (together with such other Members as join in person or by proxy) shall be deemed to constitute a quorum for the purposes of the General Meeting (for the avoidance of doubt, there is no quorum requirement at the General Meeting beyond the general law relating to the conduct of meetings, but the General Meeting shall otherwise be conducted in accordance with the Articles of Association).
By-Law 5	GSU Assembly
A. Role & Purpose	<ul style="list-style-type: none"> 1. The role and purpose of Assembly is as defined by Article 18 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 18. GSU Assembly is a space for GSU leadership and students to raise issues and discuss topics across the Membership <ul 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), and should not usually take place through Assemblies b. The exception to the above is in the case of a “Vote of No Confidence” as outlined by Article 31
B. Meetings & Attendance	<ul style="list-style-type: none"> 1. Meetings shall take place at least four times annually. <ul style="list-style-type: none"> a. Additional meetings may be requested by Trustee Board, the Executive Committee, and on request of the Membership (students) b. Students who wish to request an additional meeting must submit a Petition with at least 30 signatories. 2. The structure and agenda of meetings shall be determined by the Chair

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By-Law 5	GSU Assembly
	<ol style="list-style-type: none"> 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. GSU Officer Priority Campaigns d. Any other appropriate source 4. All registered Assembly members, as defined by By-law 6 (Representation & Leadership) will be invited to attend and take part in discussions and decision making on submissions at the meeting 5. The process for submitting and selecting agenda points and speaking on submissions will be outlined in the Student Assembly Guidance Document. 6. For quoracy purposes, students who are not registered Assembly members, as defined by By-law 6 (Representation & Leadership), will not be able to vote on matters requiring a vote. <ol style="list-style-type: none"> a. Students who are present in instances of a Vote of No Confidence in the Chair will be eligible to vote within the meeting. 7. From time to time staff may be invited to speak. Invitations will be approved by the Chair.
C. Membership	<ol style="list-style-type: none"> 1. Assembly shall consist of students from representative groups across the Union Membership, all of whom shall be full members of the Union 2. 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 3. 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. Sports Executives

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	<ul style="list-style-type: none"> d. Society Executives 4. Students who do not register as members of Assembly will not be counted as members of Assembly 5. No one may hold more than one seat on Assembly at any one time GSU Officers do not count towards Assembly membership as outlined by by-law 6 (Representation).
D. Chair	<ul style="list-style-type: none"> 1. There will be a Chair of Assembly 2. The Chair of the Assembly will normally be the GSU officer who holds the President role, or another nominated GSU Officer. 3. The Chair will be responsible for: <ul style="list-style-type: none"> a. Determining the structure, agenda and ensuring 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: <ul 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 <ul 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 <ul style="list-style-type: none"> a. Where this is in the Chair of Student Assembly, the Chair of Scrutiny Panel shall assume the place of Chair while the motion is heard. b. After the motion is heard, there shall be a vote by ballot of registered Assembly members who are present at Assembly.

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	<ul style="list-style-type: none"> c. If the motion passes, Chair of Scrutiny Panel will remain as Chair for the rest of Assembly, and any further Assemblies that academic year. d. If the motion falls, the President shall assume their original role as Chair. Full details of the proceedings of a motion of no-confidence in the Chair shall be detailed in the Assembly guidance document. <p>6. In an instance where there is a motion of no-confidence</p> <ul style="list-style-type: none"> a. Where this is in the Chair of Student Assembly, the Chair of Scrutiny Panel shall assume the place of Chair while the motion is heard. b. After the motion is heard, there shall be a vote by ballot of registered Assembly members who are present at Assembly. c. If the motion passes, Chair of Scrutiny Panel will remain as Chair for the rest of Assembly, and any further Assemblies that academic year. d. If the motion falls, the President shall assume their original role as Chair. Full details of the proceedings of a motion of no-confidence in the Chair shall be detailed in the Assembly guidance document.
E. Powers	<ul 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: <ul style="list-style-type: none"> a. Motions for Union policy implementation or policy change b. By-law amendments in line with Article 6 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 policies or procedures h. Discussions on any issue of relevance to students 3. Assembly may, by voting, on any submission topic sent to it: <ul style="list-style-type: none"> a. Approve all or any part of the submission; b. Reject all or any part of the submission;

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	<ul style="list-style-type: none"> 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 Articles 6 and 18.2.3. g. Defer the submission or discussion to the next Assembly, pending further investigation; or h. Refer the submission to a Referendum. <ul style="list-style-type: none"> 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 18.6. Unless otherwise specified, submissions cannot be made to Assembly more than once in an academic year.
F. Voting	<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 at least three working days c. At least 30 registered members, or 50% of registered and present 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 registered assembly members (including the Chair) prior to the vote, and quoracy will be commiserate with the impact of the vote. 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 registered assembly members in attendance (including 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

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By-Law 5	GSU Assembly
	<ul style="list-style-type: none"> iii. Refer the decision to Trustee Board iv. Refer the vote to Referendum
<p>G. Assembly Sub-committees</p>	<ol style="list-style-type: none"> 1. Sub-committees may be established by Assembly <ol 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: <ol 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: <ol style="list-style-type: none"> a. Their purpose b. Frequency of meetings c. Chair/s and/or leadership 4. All students have the right to organise informal groups which may lobby and make submissions to Assembly 5. <ol 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 6. The following sub-committees must operate at a minimum: <ol style="list-style-type: none"> a. Activities Committee b. School Rep Forums 7. Details of sub-committees will be found in separate guidance documents

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By-Law 6	Representation & Leadership
A. Representatives	<ol style="list-style-type: none">1. The following shall be Representatives of the Union:<ol style="list-style-type: none">a. GSU Officers (Sabbatical Officer Trustees)b. School Network Officersc. Programme Representativesd. Activities Committee Memberse. Group Leadersf. Liberation Chairs2. All elected Representatives when acting on behalf of the Union shall:<ol 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 Committeec. All Representatives, with the exception of GSU Officers, shall be encouraged to vote and participate in Assembly, as outlined by by-law 5 (Assembly)
B. GSU Officers	<ol style="list-style-type: none">1. GSU Officers shall be appointed in accordance with Articles 25.2. There shall be four GSU Officer Posts in accordance with Article 25.3. These four GSU Officers shall form the Executive Committee, for purposes outlined in the Articles, in Article 46, and throughout the by-laws. As defined by Article 46, the Executive Committee's responsibilities shall include but are not limited to the following areas:<ol style="list-style-type: none">a. Representational: to promote and defend the rights of Membersb. Campaigning: to campaign on issues affecting Members4. These will be open remitted roles, with the exception of President<ol 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 Electionsb. 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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By-Law 6	Representation & Leadership
	<p>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.</p> <p>5. GSU Officers shall have a contract of employment, terms and conditions of employment and job descriptions approved by the Governance Committee.</p> <p>6. A GSU Officer may be removed from office in accordance with Articles 31 and 35.</p> <p>a. GSU Officers who are removed have the right to appeal, in accordance with Article 35 and by-law 2 (General Governance) clause D (Appeals).</p> <p>7. 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. School Representatives	<p>There is 1 School Representative per School of the University.</p> <p>1. Eligibility to undertake a School Representative role is limited to students who are registered as students within the School</p> <p>2. Where there is a question as to which School a student belongs to the current School registered by the University shall be used.</p> <p>3. School Representatives shall be appointed as appropriate</p> <p>4. School Representative terms shall be for the duration of an academic year</p> <p>a. Should a School Rep resign from or be removed from their position, GSU shall work with the University School Leadership to support a replacement as appropriate</p> <p>5. School Representatives shall be responsible for hosting and enabling School Rep Forums as detailed by by-law 6 (Assembly) clause G (Sub-Committees).</p> <p>6. School Representatives may resign from office by writing to the President.</p>
D. Programme Representatives	<p>1. There shall be at least 1 Programme Representative position per Undergraduate year and Programme of the University.</p> <p>2. Programme Representative roles may be combined or increased based on need.</p> <p>3. Eligibility to undertake a Programme Representative role is open only to students who are registered as students within the Programme at the specified level of study.</p> <p>4. Where there is a question as to which Programme a student belongs to, the current Programme registered by the University shall be used.</p>

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By-Law 6	Representation & Leadership
	<ol style="list-style-type: none"> 5. Programme Representative terms shall be in post for the duration of the academic year that they are appointed for. 6. Should a Programme Rep resign from or be removed from their position, GSU shall work with the University School Leadership to support a replacement as appropriate. Programme Representatives may resign from office by writing to the President or GSU Student Voice and Representation Team.
E. Activities Committee	<ol style="list-style-type: none"> 1. Activities Committee will consist of 6 members 2. The categories of student groups will be represented by one member, as outlined in the Activities Committee Terms of Reference. 3. Committee Members shall be recruited by an application and interview process, overseen by the Engagement and Opportunities Team, under the following conditions: <ol style="list-style-type: none"> a. Recruitment for Activities Committee will be conducted annually. b. Students will be eligible to stand for the roles if: <ol style="list-style-type: none"> i. They are a full member of GSU ii. They are a Student Group Leader as defined by By-Law 6 (Representation & Leadership) (Group Leaders) iii. They are not a current GSU Officer c. Adjustments to the above may be stipulated within the Activities Committee Terms of Reference d. The process for supporting unfilled positions will be stipulated in the Activities Committee Terms of Reference 4. Committee members can be removed as stipulated within the Activities Committee Terms of Reference. At a minimum, processes for removal will include: <ol style="list-style-type: none"> a. A breach of GSU policies or charters by the Committee member b. Non-engagement as set out by the Activities Committee Terms of Reference
F. Group Leaders	<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

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	<ol style="list-style-type: none">2. To run as a Group Leader, students must be a member of the respective group they are seeking to represent<ol style="list-style-type: none">a. Two members of each Student Group (President plus one additional nominee from within the Student Group) shall be eligible to register as voting members of Assembly.<ol style="list-style-type: none">i. Registration for Assembly is encouraged and will be facilitated at Group Leaders Training Annually3. Group Leader Elections<ol style="list-style-type: none">a. Elections for Group Leaders must be held annuallyb. Elections will be overseen by the Activities Teamc. Elections will be held in accordance with principles from by-law 8 (Elections), and will be subject to GSU's Election Rules, including oversight by the Returning Officer or their nominee(s).4. Group Leaders Training<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 Student Group Eligibility Policy5. Group Leaders are responsible for ensuring the compliance of their groups in line with the Student Group Eligibility Policy, Sports Club Competition Policy and any other relevant policies at GSU. Compliance of student groups includes, but is not limited to:<ol style="list-style-type: none">a. Following Approval processes as set out within the Student Group Eligibility Policyb. Following ratification processes as set out within the Student Group Eligibility Policy<ol style="list-style-type: none">i. Electionsii. Confirmationsiii. Trainingiv. Code of Conductc. Ensuring the group remains Active as defined within the Student Group Eligibility Process. This will include at least the following areas of compliance for each student group:<ol style="list-style-type: none">i. Minimum membership of each student groupii. At least 3 Student Group Leaders within each group's Committee

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	<ul style="list-style-type: none"> iii. Maintaining an up to date GSU webpage iv. Hosting at least one event termly d. Ensuring the compliance of the group and encouraging compliance of members with all GSU policies across all activity and practices. Non-compliance with these policies will result in disciplinary action being taken towards the offending party in line with by-law 3 (Conduct & Complaints) clause D (Disciplinary Procedure)
G. Network Chairs	<ul style="list-style-type: none"> 1. There shall be at least 4 Liberation Chairs: <ul style="list-style-type: none"> a. Women’s Chair b. Disabled Students’ Chair c. LGBT+ Students’ Chair d. Students of Colour Chair 2. Chairs will be responsible for the representation of constituents within GSU and to the University. 3. To stand as a Liberation Chair, students must self-identify within the marginalised identities they are seeking to represent. 4. Chair/s shall be elected in compliance with Election processes as set out in By-law 8 (Elections). <ul style="list-style-type: none"> a. The Chair/s shall be elected in the first term of each academic year. b. Should no-one stand for election, a by-election may take place. 5. All Chairs will be eligible to vote as members of Assembly in accordance with by-law 5 (GSU Assembly) 6. Any additional Chairs may be established by a vote of Student Assembly in accordance with by-law 5 (GSU Assembly)
By-Law 7	Scrutiny Panel
A. Purpose	<ul style="list-style-type: none"> 1. The Purpose of a Scrutiny Panel is to: <ul style="list-style-type: none"> a. Overview and assess the work of GSU Officer Trustees in accordance with Article 47. b. Ensure that every Officer is performing adequately in their role and to provide support and suggestions for improvement.

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By-Law 7	Scrutiny Panel
	<ul style="list-style-type: none"> 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 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 Committee, but not a GSU Officer Trustee 2. There shall be at five panellists; <ul 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 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 will receive reimbursement for their time and any reasonable expenses. <ul style="list-style-type: none"> a. This reimbursement will be decided on an Annual basis by the Trustee board via the Governance 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 Committee meetings to ensure appropriate reporting and a smooth cycle of business. 3. Students can call an additional meeting through: <ul style="list-style-type: none"> a. A proposal to Assembly; b. On request by a majority of Scrutiny Panellists; c. A petition signed by 100 members submitted to the Scrutiny Panel Chair. 4. Meetings of the scrutiny panel shall ordinarily be open for students to observe. 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.

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By-Law 7	Scrutiny Panel
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. 2. The Scrutiny Panel has the power to determine one of the following outcomes for GSU Officers: 3. Approve Officer activity which is on track 4. Motivate: Used in the instance of Officer under performance or lack of progress towards goals. <ol style="list-style-type: none"> a. In this instance the GSU Officer would be required to enhance reporting, and seek member approval from various areas of contention. b. Specific goals to improve performance should be set which are commiserate with issues raised. 5. 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"> a. In this instance, the Panel may require further investigation b. The Panel may require the GSU Officer to engage in public reporting or accountability measures, and/or report ways to resolve issues. c. Any additional reports or actions may be subject to student approval as deemed necessary by the Panel and which is commiserate with issues raised. 6. Removal: Used in an instance of gross misconduct or persistent underperformance. <ol style="list-style-type: none"> a. 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. b. If the motion is submitted to Assembly, 66% majority of a quorate voter pool in accordance with by-law 5 (Assembly clause F (Voting)). This must occur at two successive assemblies to trigger a referendum. c. 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 Articles 30 - 31 d. If the referendum results in a vote of no confidence being carried, the officer shall be removed from office and all duties immediately. e. The board of trustees can trigger a vote of no confidence in an instance of members reporting negligence of duties.

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By-Law 7	Scrutiny Panel
	<p>f. If an officer is found to be negligent of their duties as a board member or in the instance of misconduct, the trustee board can suspend the officer whilst an internal disciplinary procedure is conducted in accordance with career staff disciplinary policy.</p> <p>7. The scrutiny panel guidance document may set out in further detail a framework for arriving at each outcome.</p> <p>8. After every meeting, the Chair 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. In the case where the Scrutiny Panel believes that disciplinary action is required of a GSU Officer, the Panel may propose a motion to Trustee Board.</p>
By-Law 8	Elections
A. Procedure	<ol style="list-style-type: none"> 1. The procedure for Elections is as defined by Article 25. 2. There shall be cross campus ballot Elections for at least the following: <ol style="list-style-type: none"> a. GSU Officer b. NUS Delegates 3. Elections for GSU 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. All Voting shall be conducted by secret ballot using the single transferable vote (STV) system. 6. All ballots shall be conducted under the principle of One Member One Vote
B. Returning Officer	<ol style="list-style-type: none"> 1. NUS shall act as the Returning Officer for GSU Officer Elections. For all other elections, a member of the Senior Leadership Team or NUS will act as Returning Officer. 2. The day to day running of the Election will be supported by the Elections Team and Deputy Returning Officer. The Returning Officer will be called upon by the Deputy Returning Officer if needed. 3. The Deputy 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:

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By-Law 8	Elections
	<ul style="list-style-type: none"> a. Post open for election b. Eligibility in accordance with Article 25 c. Validity of nominations d. All key dates relevant to elections, including: <ul style="list-style-type: none"> i. Nominations ii. Candidate Deadlines iii. Voting iv. The count v. Results
C. Rules & Guidance	<ul style="list-style-type: none"> 1. The Returning Officer, or their nominee(s), shall also be responsible for: <ul style="list-style-type: none"> a. Enforcing election procedures b. Enforcing election rules, including Union and University regulations. c. Applying appropriate sanctions to candidates to ensure a free and fair election 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 Deputy Returning Officer.
D. By-Elections	<ul style="list-style-type: none"> 1. By-elections shall be held in accordance with Article 25 2. Except in the case of a GSU Officer position, in the event of a post becoming vacant due to resignation, non engagement, no nominations 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 adhering to the requirements of the role ii. Not engaging with GSU Officers or staff members regarding key elements of the role

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By-Law 8	Elections
	<ul style="list-style-type: none"> 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 a relevant member of GSU Staff 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 Scrutiny Panel. d. A ruling of non-engagement can be challenged by an appeal to the relevant member of the staff Senior Leadership Team within 5 working days of notification.
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 can only be overturned by Trustee Board if the decision made puts 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, or their nominee, 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 b. A decision to do so made at an Annual Members Meeting or other General Meeting (including Extraordinary General Meetings) c. A petition of 250 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 17. 2. A decision or petition for a referendum shall specify a single motion or multiple separate motions

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By-Law 9	Referendum
	<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 or their nominee, 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 or their nominee, from: <ul style="list-style-type: none"> a. A petition of 50 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. The Executive Committee, excluding the President or their nominee overseeing the Referenda process 5. Amendments will be accepted onto the ballot unless: <ul style="list-style-type: none"> a. An amendment is submitted which negates the motion, in which case the President or their nominee may rule it out of order or suggest that it is reformed as a direct negative to the motion b. Two amendments are submitted with the same sentiment, the President or their nominee may rule that only the first received shall be accepted, or suggest that proposers attempt to merge their amendments. 6. Notice of amendments shall be posted online when the window for amendments closes 7. Prior to the referendum the President or their nominee, shall call a meeting open to all full members to debate the motions to be considered. The meeting shall be chaired by the President or their nominee.
C. Returning Officer	<ul 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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By-Law 9	Referendum
	<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 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"> 1. Student Priorities will influence the direction, actions and strategy of the Union 2. The Union shall investigate annually the priorities of students

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By-Law 10	Student Priorities
	<ol style="list-style-type: none"> 3. The Union’s investigation should include: <ol style="list-style-type: none"> a. Consultation with members reflective of the Greenwich community b. A vote to determine the selection of a priority or priorities, the format of which is determined by a guidance document 4. This guidance document will be updated annually. When results are finalised they should accessible to members online and communicated to University partners
B. Powers	<ol style="list-style-type: none"> 1. Student Priorities should be considered alongside Union strategy, charitable principles, and GSU Officer goals to determine activity at the Union 2. GSU Officers shall be responsible for reporting on and ensuring the success of Student Priorities, and shall report on activity against the Priorities at: <ol style="list-style-type: none"> a. University Governing Body b. Trustee Board c. Scrutiny Panel d. Assembly 3. 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).

Additional Materials:

The following are additional materials mentioned throughout the by-laws:

- Scrutiny Panel Guidance: Completed September 2019. Due for review July 2024.
- Assembly Guidance: Completed September 2019. Due for review July 2024.
- Election Rules & Guidance: Complete. Due for minor amends January 2021 and for full review July 2024.
- Referenda Rules & Guidance: Complete and due for review July 2024.
- Activities Committee Terms of Reference: Completed October 2020. Due for review July 2024
- Student Group Eligibility Policy: Completed October 2020. Due for review July 2024
- Student Priorities Guidance: Completed August 2019. Due for review July 2024
- Complaints & Disciplinary Procedure incl. code of conduct: Updated August 2019. Due for review July 2024
- Financial Procedures Handbook: Complete
- Trustee Board Committee Terms of Reference: Completed and reviewed annually.

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1 NUS Liberation Campaigns: <https://www.nusconnect.org.uk/liberation/liberation-networks>