

Goldsmiths' Students' Union Bye-Laws

Background

1. Goldsmiths' Students' Union ("the Students' Union" or "the Union") is an Unincorporated Association
2. These Bye-Laws are made by the Trustees and Assembly pursuant to Article 62 of the Articles of Governance of Goldsmiths' Students' Union.
3. These Bye-Laws relate to the following:
 - 3.1. membership of the Students' Union – Bye-law (1);
 - 3.2 general governance of the Students' Union – Bye-law (2);
 - 3.3 Sabbatical Trustee and Campaigns Officers duties – Bye-Law (3);
 - 3.4 the purpose, composition and powers of the Student Assembly – Bye-Law (4);
 - 3.5 club and society guidelines – Bye-law (5);
 - 3.6 appointments committee – Bye-Law (6); and
 - 3.7 appeals body – Bye-Law (7). Definitions and interpretation
4. Words and phrases used in these Bye-Laws have the same meaning as ascribed to them in the Articles of Governance of Goldsmiths' Students' Union unless the context otherwise requires.
5. The Articles of Governance of Goldsmiths' Students' Union shall take precedence over these Bye-Laws and these Bye-Laws shall not be interpreted or applied in any way which is inconsistent with the Articles of Governance of Goldsmiths' Students' Union. Amendment 6. These Bye-Laws may be altered, varied or amended by the Trustees and Assembly of Goldsmiths' Students' Union in accordance with Article 62. These Bye-Laws were made on 23 March 2007.

BYE LAW 1: MEMBERSHIP

Status:

1. Membership is as defined in the Articles of Governance of Goldsmiths' Students' Union.

Opting-out

1. Every student shall be able to relinquish their membership of the Union.
2. A student who opts out of the Union shall continue to have the right to attend Union-run events and participate in the activities of Clubs and Societies but shall have the same rights as an associate member and be termed a "User".

3. A student who opts out of the Union shall not be able to participate in the democratic and decision-making function of the Union. This includes not being able to stand for any officer or representative position, including club and society committee members, as contained in the Union constitution.

4. A student wishing to opt out must indicate this within six weeks of the start of their course in writing to the Registrar and Secretary.

5. A student who has opted out who wishes to become a member of the Union shall notify the Registrar and Secretary in writing. If the application falls within twenty College working days of nominations opening for a Union election, the student will not be eligible to take up the full privileges of membership until the nomination period has closed.

Rights & privileges

6. All members are subject to the Statutes and Regulations issued by the College from time to time.

Full Members

7. Full Members of the Union shall be entitled:

7.1 To make use of any services and facilities of the Union;

7.2 To hold ordinary membership of any Union club or society;

7.3 To attend the Assembly and all Union committees as observers, except in such cases as are specified in these Bye-Laws;

7.4 To vote in, and to stand for office in, Union elections; and

7.5 To attend and vote at the Annual Meeting of Goldsmiths' Students' Union.

7.6 To call Open Meetings in accordance with Bye-Law 2.

Associate & Honorary Life Members

8. Associate and Honorary Life Members of the Union shall be entitled:

8.1. To have restricted use of any services and facilities of the Union which may from time to time be available to them;

8.2. To hold ordinary membership of any Union club or society; and

8.3. To attend the Annual General Meeting of Goldsmiths' Students' Union as observers.

Users

9 A User of the Union shall be entitled:

9.1 To make use of any services and facilities of the Union;

9.2 To hold ordinary membership of any Union club or society; and

9.3. To attend the Student Assembly and all Union committees as observers, except in such cases as are specified by these Bye-Laws.

BYE LAW 2: GENERAL GOVERNANCE OF THE STUDENTS' UNION

Trustees

1. The Trustees appointed pursuant to the Articles of Governance of Goldsmiths' Students' Union have overall responsibility for the day-to-day management and administration of Goldsmiths' Students' Union.
2. The Trustees are charity trustees as defined by section 97(1) Charities Act 1993.
3. The portfolios of Sabbatical Trustees may be determined by the Trustees from time to time after consultation with Student Assembly in accordance with Guidance and Strategies made from time to time under clause 21 of this Bye-Law.

Student Assembly

4. As set out in Bye-Law 4

Open Meetings

5. Open Meetings may be called by any 10 full members of the Students' Union or at the request of Board or Assembly.
6. Open Meetings may discuss all or any of the following:
 - 6.1 To discuss the policies and practices of the Students' Union
 - 6.2 To discuss and debate any single issues facing students
 - 6.3 To provide guidance to Board
 - 6.4 To provide guidance to Assembly
 - 6.5 To provide scrutiny to the Board
 - 6.6 To provide scrutiny to the Assembly
 - 6.7 To call referenda in accordance with Article 114.2 of Goldsmiths' Students' Union Articles of Governance
7. Members responsible for calling Open Meetings may request a time, date and location that best suits them.
8. Open Meetings will be co-ordinated by a Sabbatical Trustee and a relevant member of the Student Assembly in accordance with Open Meeting Guidance.
9. The Sabbatical Trustee responsible for co-ordinating the Open Meeting will provide a written report back to Assembly and Board (when appropriate).

Working Groups

10. The Trustee Board and Student Assembly may, from time to time, establish working groups. 10. The purposes of Working Groups shall be as follows:
 - 11.1 To review the performance and make recommendations on the future scope of a current service or activity;
 - 11.2 To conduct research and consultation;
 - 11.3 To consider mechanisms for widening membership participation;

- 11.4 To scrutinise decisions of Trustees; and
- 11.5 To scrutinise objectives, targets, and service areas of Goldsmiths' Students' Union.
12. Working Groups shall be governed in accordance with Guidance documents from time to time under clause 22 of this Bye-Law. Delegated Committees
13. In accordance with Article 63 of the Articles of Governance:
- 13.1 the Trustees can constitute delegated Sub-Committees. The Trustees will determine the number, remit and membership of these committees. A Trustee will chair any committee and members may include Trustees, members, Goldsmiths' Students' Union and/or Goldsmiths' College staff members.
- 13.2 Delegated committees shall include but not be limited to Finance Committee.

Appeals Body

14. In accordance with Article 94 of the Articles of Governance an Appeals Body will be constituted to receive appeals in the following circumstances:
- 14.1 An appeal against a resolution of the Trustee Board to remove a Sabbatical, Co-opted or Student Trustee as outlined in Articles 89.2, 91.2 and 92.2 of the Articles of Governance.
- 14.2 To consider appeals against the outcome of internal Students' Union disciplinary as outlined in Goldsmiths' Students' Union Complaints and Disciplinary process.
15. Membership of the Appeals Body shall be as outlined in Article 94 of the Articles of Governance and in ByeLaw 7.

Referenda on Affiliations

16. Members who are opposed to affiliation of the Union to a particular external organisation, or who wish to see the Union affiliated to a particular organisation may call for a secret ballot of all members. 5% of the full membership of the Union may call for such a ballot (in accordance with the Article 113.6 of the Articles of Governance), provided that no organisation may be subject to a ballot more than once in any one academic year.

Relationship with Goldsmiths' College

17. The Trustees shall comply with the 1994 Education Act. In addition the Trustees shall comply with the Code of Practice.
18. In accordance with the responsibilities set out in the 1994 Education Act and Article 40 Goldsmiths' College Council shall be required to approve any amendments to the Articles of Governance.
19. Any amendment to the Bye-laws will be subject to consultation with the College as set out in the Articles of Governance. College approval is explicitly required where the responsibilities of higher education institutions for oversight of their Students' Unions, as set out in the 1994 Education Act, are engaged.

Returning Officer for Elections

20. The Students' Union shall be required to appoint a Returning Officer to oversee the good conduct of the elections who shall be appointed in accordance with Guidance on Conduct of Elections.

21. In addition the member of the Senior Management Team of Goldsmiths' College primarily responsible for liaison with the Union, or his or her designated representative shall oversee the good conduct of the Students' Union's elections.

Guidance and Strategies

22. The Trustees, subject to consultation with Student Assembly, may (and shall if required under the Education Act) issue guidance and strategies on such issues as they consider to be useful including but not limited to the following issues:

- 22.1. Officer Portfolios;
- 22.2. Conduct of Elections;
- 22.3 Conduct of Referenda
- 22.4. Conduct of Goldsmiths' Students' Union meetings;
- 22.5. Open Meetings;
- 22.6. Working Groups;
- 22.7. Appeals Committee;
- 22.8. Complaints and Disciplinary process;
- 22.9. Human Resources;
- 22.10. Volunteering;
- 22.11. Financial;
- 22.12. Communications;
- 22.13. Equality and Diversity; and
- 22.14. Student Societies Strategy.

BYE LAW 3: SABBATICAL TRUSTEE AND CAMPAIGNS OFFICER DUTIES

Sabbatical Trustees

1. In accordance with Article 41.1 of the Articles of Governance for Goldsmiths' Students' Union there shall be not more than four Sabbatical Trustees.
2. Each Sabbatical Trustee shall be responsible for:
 - 2.1 Carrying out such policy and representative mandates as directed by Assembly, Referenda and Open Meetings;
 - 2.2 Reporting all relevant information to Union committees;
 - 2.3 Endeavouring to maintain a supportive and harmonious working relationship with all Union Officers;
 - 2.4 To meet reputational requirements;
 - 2.5 To adhere to the requirements of the national committee on the Standards in Public Life;
 - 2.6 To uphold the Charitable Objects of Goldsmiths' Students' Union as defined in Article 7 of the Articles of Governance.
3. Sabbatical Trustee Roles
- 3.1 President
- 3.2 Campaigns and Activities Officer
- 3.3 Education Officer
- 3.4 Welfare and Diversity Officer

4. Sabbatical Trustees shall carry out their duties in accordance with Bye-Law 2: General Governance of the Union.

Campaigns Officers (Also known as 'Part-Time Officers')

5. There shall be Campaigns Officers (hereby known as Part Time Officers) elected by secret ballot in accordance with Bye-Law 4, clause 2:

6. Each Part-Time Officer shall be a voting member of the Student Assembly in accordance with Article 104 of the Articles of Governance of Goldsmiths' Students' Union.

7. Each Part-Time Officer shall be responsible for:

7.1 Upholding the Charitable Objects of the Union in accordance with Article 7 of Articles of Governance of Goldsmiths' Students' Union;

7.2 With the Student Assembly, to lead the Students' Union's campaigns strategy;

7.3 To represent all students of Goldsmiths' College through strategically focused campaigns; 7.4 To be responsible for the development and delivery of campaigns specific to remit;

7.5 To represent members at such committees as deemed necessary by the Student Assembly, including, but not limited to, the committees of Goldsmiths' College, University of London.

Part-time Roles

8. Part-time Officers shall be elected to positions as outlined in 2.1 of Bye-Law 4: Purpose, composition and powers of the Student Assembly.

Terms in office

9. The term in office for all part-time officers shall run for the academic year following election.

10. Members of Assembly may seek re-election annually for further terms of twelve months until they are no longer full members of the Students' Union.

BYE LAW 4: PURPOSE, COMPOSITION AND POWER OF THE STUDENT ASSEMBLY

Role and Purpose

1. In addition to powers as outlined in Article 105 of the Articles of Governance the Student Assembly (The Assembly) is established by these bye-laws to fulfil the following purposes:

1.1 To receive and consider reports from the Trustees and Elected Officers;

1.2 To make non-binding motions of no-confidence in one or a number of Trustees of the Union;

1.3 To make non-binding motions of no-confidence in the campaigns officers of the Union;

1.4 To review and scrutinise the decisions and actions of the Trustees of the Union;

1.5 To discuss and debate issues pertinent to students, making campaign policy as appropriate;

1.6 To appoint and convene Open Meetings and to determine their remit and membership;

- 1.7 To consider the appointment and re-appointment of Co-opted Trustees through membership on the Appointment Committee;
- 1.8 To admit and remove Associate Members, Honorary Life Members and any Patron of the Union;
- 1.9 To uphold the Charitable Objects of Goldsmiths' Students' Union as defined in Article 7 of the Articles of Governance.

Composition

2. The Assembly shall consist of elected members (Assembly Members) all of whom shall be registered students at Goldsmiths' College.

2.1 Ex-officio members of the Assembly, with voting rights, shall be the Assembly Chair and the following Elected Officers:

- 2.1.1 President
- 2.1.2 Campaigns and Activities Officer
- 2.1.3 Education Officer
- 2.1.4 Welfare and Liberation Officer
- 2.1.5 Women's Officer
- 2.1.6 Disabled Students Officer
- 2.1.7 Black and Ethnic Students Officer
- 2.1.8 LGBTQ Officer
- 2.1.9 Student Parents' Officer
- 2.1.10 Campaigns Officer
- 2.1.11 Mature Students Officer
- 2.1.12 Housing Officer
- 2.1.13 Ethical and Environmental Officer
- 2.1.14 International Students' Officer
- 2.1.15 Palestine Twinning Officer
- 2.1.16 Societies Officer
- 2.1.17 Sports Officer
- 2.1.18 Volunteering Officer
- 2.1.19 Care leavers and estranged students' officer
- 2.1.20 Trans and Non-Binary Officer

2.4 Co-opted Trustees of the Union may attend Student Assembly and have speaking rights but not voting rights

2.5 Members of Goldsmiths Students' Union who are registered students of Goldsmiths College University of London may attend the Student Assembly, shall have speaking rights and also have voting rights.

Clerk

3. A senior member of Students' Union staff shall act as Clerk to the Assembly.

4. The Clerk shall provide administrative support to the Assembly and shall keep minutes of all proceedings to include names of all persons present at each such meeting. Any such minute, if purported to be signed by the chair of the meeting at which proceedings were held, or by the chair of the next succeeding meeting, shall be sufficient evidence of the proceedings

Regulation and Delegation

7. The Assembly shall be regulated according to Articles 102 – 108 and any Guidance & Strategy

8. The Assembly shall have the power to delegate its duties and responsibilities as detailed in the Bye-Laws and the guidance and strategy documents

Quorum

9. There shall be no quorum in order to hold a Student Assembly meeting. However, the quorum for a vote to pass shall be 100 students.

Online Voting

10. There will be a facility for online voting. The vote will be open for no less than 24 hours and no longer than 72 hours, at the discretion of the Union Chair.

Assembly Chair

11. The Chair of the Assembly shall be elected in accordance with the bye-laws governing campaigns officers

12. If the Assembly Chair is not present or is unwilling to preside within five minutes after the time appointed for the meeting, the Assembly Members may appoint one of their number to chair that meeting.

13. The Assembly Chair will have the same voting rights as any Assembly Member, but when chairing a meeting, shall not exercise this right, except in the event of an equality of votes where they shall make the casting vote.

Staff Attendance

14. Permanent staff of the Students' Union may attend Assembly required as appropriate.

15. Any staff in attendance shall have the right to speak (but not to vote) at all meetings in which he or she is in attendance.

Conflicts of Interest

16. Whenever a person has a personal interest in a matter to be discussed at a meeting they must follow the procedures in Article 101.

Removal of Members of Assembly

16. Assembly Members shall cease to hold office in the following circumstances:

16.1 Upon written notice of resignation sent to the Assembly Chair

16.2 If a resolution is passed by a simple majority of the Assembly in the event that the Assembly Member has failed to attend either two consecutive or three in total meetings of the Assembly without providing proper cause to the Chair or Clerk.

16.3 Following a vote of no confidence in accordance with Article 108.

Replacement of Assembly Members

17. If an Assembly Member retires, is disqualified or is removed from office at any time prior to the commencement of the Academic Year, the Union will hold a By-Election to appoint a replacement in accordance with the provisions of these Articles and the Bye-Laws of the Union.

18. If an Assembly Member retires, is disqualified or is removed from office at any time following the second month of the Academic Year, an Appointments Committee established in accordance with the Bye-Laws of the Union, may appoint any Student it considers appropriate to fill the vacancy. An Assembly Member appointed in accordance with this Article shall remain in office until the next elections are held and the newly-appointed Assembly Member takes office. If that person is not elected as an Assembly Member, he or she will automatically cease sit on Assembly when the newly-elected member takes office.

BYE LAW 5: CLUB AND SOCIETY GUIDELINES

Recognition

1. There shall be Clubs and Societies of the Union.
2. Clubs and Societies may receive funds from the Union and use Union facilities in each academic year, once they have received recognition from the Union.
3. To be considered for recognition, the Club or Society shall lay before the Campaigns and Activities Officer an acceptable Constitution. To be considered, the Club or Society must have a President, Treasurer and Secretary and also recruit a minimum of ten paid members in its first term of existence.
4. No Club or Society may be recognised if its objects conflict with those of the Union (as stated in the Aims and Objectives in the Constitution).
5. No Club or Society may be recognised if it conflicts with an existing club or society.

Money for Clubs and Societies

5. To receive funding an eligible Club/Society shall submit a budget proposal to the Campaigns and Activities Officer
6. The Trustee Board or nominee shall earmark a sum in the Union budget which shall be for grant aid of recognised Clubs and Societies.
7. The Trustee Board or nominee shall allocate the funds. Allocations will be made on the basis of the level of activity in the Club/Society; the number of members it has and special equipment and travel considerations. A contingent fund shall be set aside, the value of which shall be determined by the Trustee Board or nominee

Meetings Of Clubs and Societies

9. Club Captains shall attend the Club Captains' Meeting. Society Presidents shall attend the Society Presidents' Meeting.

Responsibilities of Clubs and Societies

10. No-one from a Club or Society may commit either the Club or Society or the Union to any expenditure without prior authorisation through the Union's budgetary control system.

11. The Club or Society shall be responsible for promoting itself to encourage new membership.

12. The Club or Society shall not hold its own bank account and all its finance will be administered through the Union.

13. The Club or Society shall hold no funds whatsoever outside the Union accounts.

14. The Chairperson shall be responsible for the smooth running of any social events and activities and shall be responsible for the convening of meetings.

15. The Secretary shall be responsible for publicising meetings, providing agendas and taking minutes of the meetings.

16. The Treasurer shall be responsible for ensuring that all income received by the Club or Society is paid directly into the Union accounts.

17. All members of the Club or Society shall be responsible for adhering to health and safety regulations and guidance as provided by the Students' Union.

18. To uphold the Charitable Objects of Goldsmiths' Students' Union as defined in Article 7 of the Articles of Governance.

19. Failure to abide by these regulations and the Union constitution may result in suspension of the Club or Society by the sabbatical officers, subject to appeal to the Trustee Board

Detailed Club and Society Regulations and Guidelines

20. Detailed club and society regulations and guidelines will be annually approved by the Trustee Board or nominee and presented to Club Captains and Society Presidents who will sign to say they have received and understood the regulations.

BYE-LAW 6: APPOINTMENTS COMMITTEE

Appointments

1. Composition, quorum and reporting

1.1 The Appointments Committee will consist of the Chair of Assembly, the Chair of the Board, and at least two other Student or Sabbatical Trustees with the Chief Executive and Co-opted Trustees (where appropriate) in attendance in an advisory capacity. The Chair of Trustees is ex-officio a member of the Appointments Committee.

1.2 The Trustee Board will appoint the Chair of the Appointments Committee.

1.3 A quorum will be at least 3 board members; one of whom must be the Chair of the Appointments Committee or the Chair of Trustees.

1.4 The Appointments Committee will meet and report back regularly, and at least annually, to the Trustee Board.

Overall Responsibility

2. The Appointments Committee will take delegated responsibility on behalf of the Trustee Board for identifying, and proposing Co-opted Trustees in accordance with Articles 50-54 of the Articles of Governance and for their induction, support and development.

Main Duties

3. General

3.1 To carry out regular skills, experience and diversity audits of the Trustee Board and identify the skills, experience, characteristics and backgrounds that are needed to provide high quality effective governance.

3.2 To prepare job descriptions, person specifications and an information pack for prospective Co-opted Trustees and to be open about the time commitments involved and what is expected of each Trustee. It is essential that prospective Trustee Board members share the Union's mission, ethos and values; are team players; and can be constructively challenging and independently minded.

3.3 To prepare a recruitment plan and timetable, and to consider whether vacancies should be advertised internally, through newsletters, the internet etc; advertised externally, through the web, local or national press or in specialist journals if specialist skills are needed.

3.4 To identify a list of Co-opted Trustees and develop their interest in the work of the organisation.

3.5 To meet the prospective Trustee Board members, to scrutinise their suitability and to make recommendations to the Board.

3.6 To inform successful and unsuccessful candidates. 3.7 To induct, mentor and involve new Trustee Board members.

3.8 To appoint the Chief Executive.

BY LAW 7: APPEALS BODY

Right of Appeal

1. In accordance with Articles 93-97, a Trustee removed in accordance with Articles 89.2, 91.2 and 92.2 shall be entitled to appeal the decision to remove him or her to an Appeal Body.

2. A Trustee has the right to appeal against a decision of the Trustees provided s/he lodges his or her appeal in writing with the Chief Executive not more than 14 days after the receipt of the written notice of the decision of the Trustees.

3. The appeal should contain a statement of the grounds upon which the appeal is brought and of the facts and matters relied upon.

4. If an appeal is lodged within time the decision to dismiss the Trustee shall not take effect until the final determination of the matter. Notification of hearing and exchange of information

5. The Trustee appealing shall be called "the Appellant" and shall be given at least 21 days' written notice of the date, time and place of the appeal hearing.

6. At least 14 days prior to the date of the hearing, the Appellant shall: (i) confirm whether or not s/he intends to attend the hearing and, if so, the name of any person who will be accompanying or representing him or her; (ii) if s/he intends to seek the agreement of the Appeals Body to submit any such fresh evidence that s/he wishes to reply upon.

7. At least 7 days prior to the date of the hearing, the Union shall provide the Appellant with any further evidence which it wishes to rely upon.

8. Neither party shall without the consent of the other or the permission of the Appeals Body rely on any statement or document other than those provided or identified under clause 6 above. Composition of the Appeals Body

9. The Appeals Body shall be made up of the Student Assembly Chair, a College Council nominee and one independent person being a General Manager or officer of another Students' Union. In addition, the Student Assembly Chair, College Council nominee and the independent person should not have had any substantive involvement in the matter under appeal. Their relationship with the Appellant should not give rise to any conflict of interest. The parties in proceedings before the Appeals Body

10. The Appellant shall be entitled to be accompanied or represented by one other person of his or her own choice except where, in the opinion of the Chair of the Appeal Body, such person has a conflict of interest.

11. The Trustee Chair of the Board shall act on behalf of the Union as Respondent to the appeal and for this purpose may instruct a representative.

Procedure before the Appeals Body

12. The function of the Appeals Body is to review the reasonableness of the decision to dismiss the Appellant. On the appeal, the Appeals Body will consider the documents, statements and other evidence produced to the original Trustee meeting. The Appellant and the Respondent cannot call witnesses to give evidence to the Appeals Body.

13. The hearing of an appeal shall be conducted in accordance with clause 17 below except where to do so would be inconvenient or unjust, when the Chair of the Appeals Body may modify the procedure to the extent that s/he deems necessary provided that the result is fair to the Appellant. Courses of action which the Appeals Body may take.

14. The courses of action which the Appeals Body may take are: (a) To uphold the appeal; or (b) To reject the appeal.

15. Within seven days, the Chief Executive will notify the Appellant, in writing of the decision of the Appeals Body.

The absence of the Appellant

16. If at the Appeal hearing, the Appellant is not present or represented, the Appeals Body may proceed to consider the matter in the Appellant's absence if it is satisfied that notice was properly served upon him or her in accordance with clause 5 above.

Order of proceedings

17. The order of proceedings for the Appeals Body meeting, unless the Chair otherwise directs, will be as follows: (i) Submissions by or on behalf of the Appellant; (ii) Submissions by or on behalf of the Respondent; (iii) Consideration of the evidence by the Appeals Body; (iv) Closing submissions by or on behalf of the Appellant; (v) Closing submissions by or on behalf of the Respondent.