

# **Bye-Laws of Hallam Students' Union**



Preface .....2  
Bye-law 1: Membership of Hallam Students' Union .....3  
Bye-law 2: Policies, Priorities & Making Change at Hallam SU .....5  
Bye-law 3: HSU Officers..... 8  
Bye-law 4: Liberation & Access Groups .....11  
Bye-law 5: Elections & Referendums ..... 12  
Bye-law 6: Societies..... 15  
Bye-law 7: Members' Meetings ..... 17  
Bye-law 8: Subcommittees of the Board of Trustees..... 18

## Preface

Sheffield Hallam Students' Union, commonly known as Hallam Students' Union, is a charity that exists to make the lives of students at Sheffield Hallam University better.

We do this by:

- representing students' opinions and interests, both individually and collectively, to the University, within the local area and nationally.
- campaigning on important issues that affect Hallam students.
- offering advice and support.
- supporting students to create communities.
- running events and activities that improve the Hallam experience.

Hallam Students' Union is a democratic membership organisation. This means that all of our members – Sheffield Hallam students – are able to contribute to decisions about how the Union should act and how it should work.

Hallam SU is an independent organisation. This means that, although we work closely with Sheffield Hallam University, we are not part of the University. We are free to form independent opinions and disagree with the University, and we don't share information about you to the University without checking with you first, so you won't be disadvantaged in any way by the University for engaging with the Union.

This document, and any subsequent policies, procedures and regulations, refers to 'Hallam Students' Union', 'Hallam SU', 'HSU', 'the Students' Union', and 'the Union' – all of these are the same thing.

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These Bye-laws explain how Hallam Students' Union works. They go over what Hallam students can expect when they interact with the Union, how the Union advocates for students' interests, what the Union promises to provide for its members, and what the Union needs from its members to be able to support them.

Any Hallam student can make changes to this document if they think that the Union should work differently. The Bye-laws can be changed either via a Referendum, or via a vote at a Members' Meeting – both of these are explained in this document.

This preface doesn't form part of the Bye-laws.

# **Bye-law 1: Membership of Hallam Students' Union**

## **Purpose**

This Bye-law explains who is a Member of Hallam Students' Union, the different types of Membership, the benefits and services provided to each type of Member, and how and when someone stops being a Member of the Union.

## **Definitions**

### **Student Members**

1. Student Members are defined as any current student of Sheffield Hallam University, as defined by the University.
2. Additionally, all current HSU Officers are considered Student Members, even if they are not a current Sheffield Hallam University student.
3. Student Membership is automatic - you don't have to sign up - and there is no cost of being a member of Hallam Students' Union.
4. Student Membership ends when a student is no longer enrolled at Sheffield Hallam University, or, for HSU Officers, when they are no longer an HSU Officer.

### **Associate Members**

5. Hallam Students' Union staff and Sheffield Hallam University staff are Associate Members of the Union.
6. Where a student at Sheffield Hallam University is also a staff member, Student Membership will take precedence, subject to election restrictions explained in Bye-Law 5.
7. Associate Membership expires when an Associate Member no longer works for Sheffield Hallam University or Hallam Students' Union.
8. From time to time, the Board of Trustees may create other categories of Associate Member.

### **Life Members**

9. Alumni of Sheffield Hallam University are entitled to become Life Members of the Union.
10. The Board of Trustees will ensure that the process for becoming a Life Member is well-publicised and decide the process and the cost.

## **Benefits of Membership**

11. **Student Members** of Hallam Students' Union are entitled to:
  - 11.1. be represented by the Union, to the University and to other organisations and groups.
  - 11.2. take part in the Union's democratic processes, including voting and being a candidate in elections according to Bye-Law 5 and contributing to the Union's decision-making process according to Bye-Law 2.
  - 11.3. join and form Societies which are registered with the Union.
  - 11.4. access and make use of Union spaces and facilities.
12. There will never be a fee for Student Members to be represented by the Union, or to engage with the Union's democratic processes. There may be a charge for joining Societies or using Union spaces and facilities.
13. **Associate Members & Life Members** of Hallam Students' Union are entitled to:
  - 13.1. Join Societies which are registered with the Union.
  - 13.2. Access and make use of Union spaces and facilities.
14. Neither Associate Members nor Life Members can take part in Union decision-making, including voting in any election, or holding any elected position within the Union. This includes Society elections and elected positions.

### **Opted-Out Students**

15. Any Hallam student can opt out of Union membership if they'd like.
16. Hallam students can opt out of membership by emailing [optinoptout@shu.ac.uk](mailto:optinoptout@shu.ac.uk), making it clear in the email that they would like to opt out, and including their student number. Once you are opted out, you can opt back in via the same process.
17. Opted-Out students are entitled to access the Union's spaces and facilities, can join Societies, and can be represented by the Union, but can't take part in any of the Union's decision-making processes, including voting in any election or holding any elected position. This includes Society elections and elected positions.
18. Opted-Out students will still be subject to the Union's Code of Conduct when accessing Union spaces and facilities.
19. Opted-Out students won't be disadvantaged in any way, including in any representation process between the Union and the University.

## **Bye-law 2: Policies, Priorities & Making Change at Hallam SU**

### **Purpose**

This Bye-law explains how members of Hallam Students' Union can influence the Union's priorities and activities, make collective decisions, and hold elected representatives to account. This happens through four main processes: Understanding our Members, Policy Forums, Working Groups, and Accountability Panels.

### **Understanding our Members**

1. There are lots of ways that Hallam Students' Union finds out the issues that are important to students. Some of these are:
  - 1.1. electing student representatives based on their values and priorities.
  - 1.2. the Student Representation System.
  - 1.3. consultation with Liberation and Access Groups.
  - 1.4. the Student Advice Centre.
  - 1.5. research, such as surveys and focus groups.
  - 1.6. physical and digital outreach activity.
  - 1.7. individual student feedback.
  - 1.8. day-to-day interaction with students, such as via events, Societies and general enquiries.
2. Student feedback from all of the above sources, and any other relevant sources, will be used to gain an understanding of the issues affecting students, and help to determine Union policy.

### **Policy Forums**

3. The purpose of the Policy Forum is to represent the voice of students, identify the topics and issues that are important to Hallam students, and to decide on the Union's policies and priorities.
4. The membership of the Policy Forum is:
  - 4.1. The HSU Officer team.
5. A 'policy' is a stance that the Union takes on an issue that affects Hallam students. A 'priority' is a policy that the Union decides to focus and act on. There can be any number of policies at one time, but there can be a maximum of six active priorities at any one time.
6. The Policy Forum will meet at least twice in each academic year to agree on policies and priorities based on student feedback. There will be at least one Policy Forum in semester one, and at least one in semester two.
7. Policy Forum members will vote on the which issues should become Union policy, and which of the policies should be priorities.
8. Policy Forum members' voting records at Policy Forums, and a list of the Union's policies and priorities, will be made public to the student body.

9. The CEO of Hallam SU will identify Students' Union staff members with appropriate expertise to assist in the policy formation process. Career staff are allowed to speak and make recommendations at the Forums, but only members of the Policy Forum can vote on policies and priorities.
10. The Policy Forum will consult with groups of students who might be affected by policies and priorities. The way that Liberation and Access groups are consulted is explained in Bye-law 4.
11. Sometimes, the Policy Forum might decide to consult with other groups of Hallam students, such as Sport Hallam's Sports Committee, as long as they are satisfied that the group is independent, democratic and represents the genuine voice of Hallam students.
12. Passed policy is binding on all elected Union representatives and Union staff.

### **Working Groups**

13. There will be three Working Groups of the Students' Union:
  - 13.1. Education
  - 13.2. Welfare
  - 13.3. Student Life
14. Collectively, the Working Groups are called the Executive Committee.
15. The Purpose of the Working Groups is for students to consider different options and approaches for achieving the Union's priorities. The Working Groups will approve action plans for achieving the Union's priorities, which will be binding on HSU Officers.
16. The Working Groups will also receive and review Accountability Panel reports.
17. Any Student Member is entitled to attend, vote and speak at any Working Group. Each Working Group will have a core membership of agreed student roles. The HSU Officers are part of the core membership of each Working Group. Minimum attendance for each Working Group will be based on the core membership.
18. Each Working Group will meet at least twice per year, a reasonable time after the Policy Forum has taken place.

### **Accountability Panels**

19. Accountability Panels are considered a sub-group of the Working Groups. There will be a separate Panel for each HSU Officer.
20. The Accountability Panels will consist of between three and five students. Each Panel will be made up of students who are best placed to appropriately scrutinise and challenge the respective Officer.
21. Accountability Panels should meet at least twice per year, a reasonable time before the Working Groups.

22. The purpose of the Accountability Panels is to:

- 22.1. monitor HSU Officers' progress towards priorities.
- 22.2. scrutinise and challenge decisions made.
- 22.3. offer a variety of student perspectives on potential actions and approaches.
- 22.4. give Officers an opportunity to bounce ideas off students.
- 22.5. celebrate Officers' achievements and successes.

23. A report from each Accountability Panel will be created and presented to the relevant Working Group or Groups. The report will highlight how Officers have been challenged and supported on their progress and decisions. The report will also include whether the Panel thinks that the Officer's work meets, surpasses, or fails to meet expectations.

24. Where the panel considers that an Officer's work fails to meet expectations, it may recommend a sanction is given by the Working Group, which will be decided by a simple majority vote of the Working Group. The Officer in question isn't allowed to vote on the sanction.

25. The panel may also recommend an additional meeting of the Working Group to review progress sooner than the next planned Working Group.

26. If an Officer has two sanctions in a row, then the Board of Trustees will be asked to trigger a No Confidence Referendum, which they should not unreasonably refuse.



## **Bye-law 3: HSU Officers**

### **Purpose**

This Bye-law explains the role of the HSU Officer team, their areas of responsibility, how students can challenge and discipline an Officer.

### **Overview**

1. The HSU Officers are six students who are elected by the student body to represent students' interests full-time. In some documents, they are called the 'Sabbatical Officers'. They are also Trustees of the Students' Union. In this role, they are referred to as 'Sabbatical Trustees'.
2. For the purposes of the Education Act 1994, HSU Officers are considered 'Major Union Office Holders'.
3. HSU Officers are elected for a term of one year.
4. All Officers are elected by all Student Members. All Officers must be Student Members (see Bye-law 1) at the point of election and must not have opted out of Union membership. The following additional restrictions apply:
  - 4.1. Only students who are considered as 'Overseas' or 'International' students by the University may be elected as International Students' Officer.
  - 4.2. Only students enrolled on a course within the respective College can be elected as Education Officer for the College of Business, Technology & Engineering, the College of Health, Wellbeing & Life Sciences, and the College of Social Sciences & Arts.
  - 4.3. Nobody is allowed to be an HSU Officer for more than two years in total.

### **Roles & Responsibilities**

5. All HSU Officers have the following responsibilities:
  - 5.1. representing and defending the rights and interests of all students at Sheffield Hallam University, within the Union, to the University, locally and nationally.
  - 5.2. supporting and encouraging all relevant student activity at HSU.
  - 5.3. contributing meaningfully to the Union's decision-making processes in a way that they sincerely believe is in the best interests of Hallam students.
  - 5.4. working towards the Union's priorities and being accountable to Hallam students on their progress by attending Accountability Panels.
  - 5.5. developing strong working relationships with University staff relevant to their role.
  - 5.6. campaigning and lobbying on issues affecting Hallam students.
  - 5.7. attending all HSU Members' Meetings, Trustee Board, and Union decision-making meetings wherever possible.
  - 5.8. working on anything mandated by students through the Union's decision-making processes.

6. All HSU Officers are expected to display the following behaviours:
  - 6.1. being visible and accessible to Hallam students.
  - 6.2. being mindful and interested in the welfare of diverse groups of Hallam students.
  - 6.3. being knowledgeable about, and working within, the Union's processes, policies, priorities, strategy and governance.
  - 6.4. working closely and collaboratively with Union staff.
  - 6.5. being a voice for underrepresented or disadvantaged student groups.
  - 6.6. being supportive of student-led initiatives.
  - 6.7. adhering to the principle of collective responsibility and decision-making.
7. The HSU Officer team will collectively agree which Officer will be Deputy President for their term in Office. The Deputy President will take on the responsibilities and powers of the President if the President is absent.
8. In addition to their general responsibilities, each Officer has duties and responsibilities specific to their role. These are:
9. **The President:**
  - 9.1. leads the HSU Officer team.
  - 9.2. champions all the HSU Officer team's priorities and campaigns to the University and beyond.
  - 9.3. is a member of the University Board of Governors.
  - 9.4. is the Deputy Chair of the Board of Trustees.
  - 9.5. is the main point of contact for the University, the Board of Governors, the National Union of Students, the community, and the media.
  - 9.6. is the lead Officer in ensuring that HSU is environmentally sustainable.
  - 9.7. promotes and develops Social Societies at HSU.
  - 9.8. leads the delegation to the National Union of Students' National Conference.
10. **The Education Officers - Business, Technology & Engineering, Health, Wellbeing & Life Sciences, and Social Sciences & Arts:**
  - 10.1. are the lead academic representatives for students within their respective College.
  - 10.2. attend key College-level meetings, ensuring that students' interests are represented there.
  - 10.3. are the lead Officers in developing and promoting the Student Representation System in their College and university-wide.
  - 10.4. promote and develop Academic Societies within their respective College.
  - 10.5. work closely with all Representatives in their respective College to ensure feedback is addressed at the appropriate level.
  - 10.6. promote community and belonging within their respective College.

## **11. The Wellbeing, Sport & Physical Activity Officer:**

- 11.1. leads on activities, projects and campaigns that promote all aspects of student wellbeing at Hallam.
- 11.2. is the lead Officer for promoting participation in sport and physical activity.
- 11.3. champions and advocates for students' interests in all University strategy work that relates to wellbeing, sport and physical activity.
- 11.4. is the lead Officer for student experience for Varsity.
- 11.5. works closely with sports clubs and the Sports Committee at Hallam, champions their interests, and promotes their contribution to Union decision-making.
- 11.6. collaborates with other Officers to ensure that wellbeing, sport & physical activity initiatives are available to all students at Hallam.
- 11.7. supports events such as Sports Fair and Sports Awards.

## **12. The International Students' Officer:**

- 12.1. is the lead Officer for representing the interests of all International students at Hallam.
- 12.2. lobbies the University to ensure that International students' interests are taken into account.
- 12.3. is a member of relevant University committees relating to International student experience, recruitment and engagement.
- 12.4. supports and collaborates with HSU Cultural Societies and works to ensure that HSU and SHU provide opportunities for International students to socialise with each other and with Home students.

13. HSU Officers are also staff members of the Union. The Bye-laws outline the Officers' political roles and responsibilities, but they are also subject to the Union's organisational policies and procedures, and the obligations outlined in their contract of employment.

## **Discipline and Removal of Officers**

- 14. HSU Officers can be disciplined through the HSU accountability process outlined in Bye-law 2.
- 15. An HSU Officer can also be removed from their role via a Vote of No Confidence.
- 16. A No Confidence motion can be passed by a referendum vote, which can be triggered as described in Bye-law 5.
- 17. If a No Confidence motion in an Officer is passed, it will be dealt with the Union's disciplinary procedure and will be treated as gross misconduct.

## **Bye-law 4: Liberation & Access Groups**

### **Purpose**

This Bye-law explains how HSU supports and protects disadvantaged groups at Hallam, including in Union decision-making, campaigning activity, and building communities.

### **Overview**

### **Definitions**

1. "Liberation Groups" are groups of students who are disadvantaged within society. These include:
  - 1.1. Black, Asian & Minority Ethnic (BAME) students
  - 1.2. Lesbian, Gay, Bisexual & Trans+ (LGBT+) students
  - 1.3. Disabled students
  - 1.4. Women students
2. "Access Groups" are groups of students who face barriers during, or when transitioning into and out of, university. These include groups identified in the University's Access & Participation Plan.
3. HSU will maintain a list of student groups considered Liberation & Access Groups. Additional groups may be added to either definition by a vote of the HSU Officer Team or by a Members' Meeting. No group may be removed from either definition without approval of the Board of Trustees. The list of Liberation & Access Groups will be reviewed whenever the Bye-laws are reviewed, or the University's Access & Participation Plan is updated.

### **Additional Protections Given to Liberation & Access Groups**

4. During the policy-forming process outlined in Bye-law 2 - Policies, Priorities & Making Change, the Policy Forum will conduct an Equality Impact Assessment (EIA) to ensure that the impact that a policy or a priority might have on Liberation & Access groups is understood. EIAs for each policy will be publicised to students, and students will have the opportunity to give feedback.
5. While HSU aims to develop thriving student-led communities through Societies, we recognize that some groups of students face additional barriers to engagement that make this more challenging. Therefore, Hallam SU will work with Liberation & Access Groups to create opportunities for them to connect, socialize, and advocate for change within the Union, even if a Society is not officially formed. The creation of these spaces will be guided by factors such as the size and needs of the group.
6. Where a Society that represents a Liberation or Access Group exists, it will be consulted in Union decision-making when a policy may affect that group. If a Society doesn't exist, the Union will engage with any other groups or initiatives developed according to point 5.
7. HSU will provide appropriate resource to deliver projects that improve the experience of Liberation & Access groups.

# **Bye-law 5: Elections & Referendums**

## **Purpose**

This Bye-law explains how Hallam SU runs elections & referendums, and how Hallam students can get involved, either as a candidate or as a voter. It also explains how the Union keeps elections & referendums fair, and how students can submit a complaint about an election or referendum.

## **Overview & Scope**

1. Hallam SU runs elections to recruit certain positions within the Union. These include:
  - 1.1. the HSU Officers.
  - 1.2. Student Trustees.
  - 1.3. Representatives for NUS National Conference.
2. Other elected positions can be established by the Board of Trustees, or by a vote at a Members' Meeting.
3. This Bye-law applies to elections for the positions in point 1 of this Bye-law. It doesn't apply to elections for other elected positions not listed above, like Society elections.

## **Elections**

4. Hallam SU will maintain a set of guiding principles which should apply to all elections at Hallam SU. The aim of the guiding principles will be to describe the spirit in which all elections should be held.
5. All votes will be held secretly.
6. All elections will use the Alternative Vote system (where there is one vacancy for a post), or the Single Transferable Vote system (where there is more than one vacancy), as described by the Electoral Reform Society. Collectively, these styles of voting can be called 'Ranked Voting'.
7. Hallam SU will publish a set of election rules for each election.
8. Election candidates are always subject to general Union & University regulations, and the law. If any of these are broken, it will be considered a rule break, even if a specific election rule isn't broken.

## **The Returning Officer**

9. The Board of Trustees will appoint a Returning Officer for each election and referendum. The Returning Officer must be independent of Hallam SU, and not have any interest in the outcome of the election.
10. The role of the Returning Officer is to:
  - 10.1. publicise the rules of elections, the positions up for election, and any conditions on those positions.

- 10.2. publicise the dates of elections, including when students can apply, and when voting opens and closes.
  - 10.3. promote the elections to students as much as possible, to encourage both candidates and voters to get involved.
  - 10.4. publicise the list of candidates once it is public and give voters the information they need to make an informed vote.
  - 10.5. provide opportunities for candidates to answer questions from potential voters and other candidates.
  - 10.6. make sure that the election is run freely and fairly.
  - 10.7. rule on any complaints or rule breaks and decide on sanctions.
  - 10.8. report to the Board of Trustees and to the University on the outcome of the election, and whether they think the election was run freely and fairly.
  - 10.9. publicise the results of elections.
  - 10.10. oversee the running of referendums.
11. The Board of Trustees will also agree on a Deputy Returning Officer (DRO), who will be a senior member of Hallam SU staff and will deal with the day-to-day running of elections and referendums. The Returning Officer can delegate any of their responsibilities to the DRO.

### **Who can be a candidate and who can vote**

12. Only Student Members of Hallam SU can be a candidate in any election. This means current students who haven't opted out of Union membership, and current HSU Officers.
13. Career staff at Hallam SU or Sheffield Hallam University who are also Student Members may not be a candidate in any election. For the avoidance of doubt, HSU Officers are not considered career staff.
14. A student can only be a candidate for one position at a time, with the exception of elections for NUS National Conference positions.
15. The Returning Officer may set additional eligibility restrictions on some roles.
16. Candidates for HSU Officer and Student Trustee positions must be eligible to be a Trustee of a Charity under UK law.
17. Only students who are considered as 'Overseas' or 'International' students by the University may be elected as International Students' Officer.
18. Only students enrolled on a course within the respective College can be elected as Education Officer for the College of Business, Technology & Engineering, the College of Health, Wellbeing & Life Sciences, and the College of Social Sciences & Arts.
19. For elections for HSU Officer positions, Student Trustees and NUS National Conference Representatives, all Student Members are entitled to vote. For other elected positions created according to point 2, there may be restrictions on who can vote.

## Referendums

20. A referendum is an all-Student Member vote to decide how Hallam SU should act on an issue. They can also be used to set Hallam SU policy, to change these Bye-laws, and also to decide on whether an HSU Officer or Trustee should be removed from their position.
21. A referendum can be called by a petition signed by at least 1% of Student Members of Hallam SU that is presented to Hallam SU, or by a resolution of the Board of Trustees.
22. The Returning Officer will set the wording of the question that will be asked in the referendum. The question must be clear and unambiguous to voters and must not encourage voters to favour one response over another.
23. A referendum is only considered valid if 1% of Student Members have voted in it. The referendum is decided by a simple majority (i.e., if there are more 'Yes' votes than 'No' votes, then the referendum passes).
24. The Returning Officer will decide whether it is appropriate to include an 'Abstain' voting option. Abstentions will count towards the 1% voter threshold but aren't counted when counting whether the referendum passes or not.
25. The Returning Officer will ensure that the referendum is well-publicised among Hallam students. This must take place no more than ten working days after the petition or resolution that triggered the referendum is presented to the Students' Union.
26. There will be a period where Student Members can make additional arguments for and against the referendum question. This period must last at least five working days.
27. The Returning Officer will fairly invite Student Members to form campaign teams for each side of the referendum question.
28. Campaign teams will have a budget and must adhere to guiding principles and rules as laid out by the Returning Officer.
29. If no campaign team is recruited for either or both sides of the question being asked in the referendum, the referendum will continue as usual.
30. The Returning Officer will ensure that the voting period in the referendum allows as many members as possible to vote. The voting period can't be longer than two weeks.

## **Bye-law 6: Societies**

### **Purpose**

This Bye-law explains what a Society is, how you can create one, how you can join one, how Hallam SU supports registered Societies, and how Societies should be run by their Committees.

### **Overview**

1. A Society is a group of students who share a common interest, hobby, or cause. Societies are run by Hallam students. They arrange events and activities to build community among Hallam students. Hallam SU provides additional resources, support and funding to Societies that are registered with the Union.

### **Creating a Society**

2. New Societies can register with Hallam SU according to the New Society Application process. The process will outline who makes decisions, and how.
3. For a Society to register with Hallam SU, it needs to present:
  - 3.1. the name of the Society.
  - 3.2. an overview of the purpose of the Society.
  - 3.3. a list of at least ten Hallam SU Student Members who will join the Society, including three who will serve as President, Secretary, and Treasurer on the Society's Committee for the Society's first year.
  - 3.4. the proposed membership cost of the Society.
4. Societies which are considered 'High-Risk' also need a compulsory Health & Safety Officer. The Application process will explain how High-Risk Societies are identified.
5. A Society may not be allowed to register with Hallam SU if its purpose is deemed to be too similar to the purpose of an existing Society.
6. A Society may also not be allowed to register with Hallam SU if its purpose goes against the Union's strategy, policies or charitable aims.
7. Every Society must have a constitution, which explains its purpose and how it operates. Hallam SU will provide a model constitution, which will be used for any Society that doesn't write its own constitution.
8. Every Society must also agree to the general terms and Code of Conduct as laid out by Hallam SU.
9. The Committee of every new Society must attend a Society induction session before being officially registered with Hallam SU.



## **Joining a Society**

10. All Members of Hallam SU and opted-out students are entitled to join any Hallam SU Society.
11. Membership for some Societies is free, but others have a membership fee. Societies might also have additional costs for events and activities.

## **Running a Society**

12. Society Committee members will make sure that:
  - 12.1. the Society is run in a fair and democratic way.
  - 12.2. their Society remains financially sustainable, and that funds are spent in a way that benefits all Society members.
  - 12.3. the Society's activities support the interests of its members.
  - 12.4. the principles of Equality, Diversity & Inclusion are prioritised within the Society.
  - 12.5. All committee members are aware of their responsibilities in relation to Health & Safety, and processes for running events.
  - 12.6. There is continuity between incoming and outgoing Committee members.
13. It is the Committee's responsibility to ensure that engagement with the Society is sustainable. Societies that don't elect a full Committee may be disbanded for the coming year.

## **Support for Societies**

14. Hallam SU will support Societies to run events and activities.
15. Societies will have access to funding from Hallam SU. The Union will publish clear guidelines for accessing funding.
16. Hallam SU will support Societies to run elections for Committee positions at appropriate times in the year.
17. Hallam SU will provide opportunities for students to take on disbanded Societies to keep them going through the "Adopt a Soc" process.
18. Where a committee cannot be found for Societies which represent Liberation groups, the Society will remain in "Adopt a Soc" until one is found.

## **Bye-law 7: Members' Meetings**

### **Purpose**

This Bye-law explains what a Members' Meeting is, what happens at a Members' Meeting, and how Hallam SU students can call a Members' Meeting.

### **Overview**

1. A Members' Meeting is a meeting of Hallam SU Student Members, where they can hear from Trustees about the Union's activities and impact, and make decisions about how Hallam SU should be run, including recommending changes to these Bye-laws to the Trustee Board.
2. For the meeting to be valid, at least 30 Student Members must be in attendance.
3. At any Members' Meeting, Student Members can:
  - 3.1. suggest and vote on changes to these Bye-laws.
  - 3.2. create new Students' Union Policies & Priorities.
  - 3.3. discuss and resolve any other urgent student issues.
4. Members' Meetings will be chaired by the Chair of the Board of Trustees (for items about the Trustee Board) and the President (for other items). If neither are available, another Officer or Trustee will chair the meeting.
5. All Student Members of HSU can attend, speak and vote at any Members' Meeting.
6. Lay Trustees and the CEO can attend and speak at Members' Meetings but aren't entitled to vote.
7. Associate and Life Members can attend Members' Meetings but aren't entitled to speak or vote.

### **Annual Members' Meeting**

8. There will be one Annual Members' Meeting each academic year.
9. At the Annual Members' Meeting, Student Members will be able to see what Hallam SU has done over the last academic year, the impact it has had, its finances, and its affiliations to external organisations.
10. Student Members will also be able to ask questions to Trustees about their activities and decisions.

### **Additional Members' Meetings**

11. Additional Members' Meetings can be called to discuss things outside of the annual schedule of Members' Meetings.
12. Additional Members' Meetings can be called by:
  - 12.1. a two-thirds majority vote of the HSU Officer team.
  - 12.2. a Trustee Board resolution.
  - 12.3. a petition signed by at least 50 student members.

## **Bye-law 8: Subcommittees of the Board of Trustees**

### **Purpose**

This Bye-law explains the Subcommittees of the Board of Trustees, what their purpose is, and what they do.

### **Overview**

1. The Subcommittees of the Board of Trustees include:
  - 1.1. The Appointments Committee

### **Appointments Committee**

2. The Appointments Committee has the following purpose:
  - 2.1. To oversee the appointment of Lay Trustees.
  - 2.2. To nominate Student Members for election as Student Trustees.

### **Other Committees**

3. From time to time, the Board of Trustees may establish additional Subcommittees, to which it may delegate specific responsibilities.
4. Each Subcommittee will have an agreed membership and Terms of Reference which will be reviewed and agreed by the Board of Trustees annually.
5. Each Subcommittee must include at least one HSU Officer as part of its membership.