

By-Law 8 - The Board of Trustees**1. Governance Practices of the Board of Trustees**

- 1.1. The Chair of the Board of Trustees (“the Board”) shall oversee the keeping of a register of Trustees’ interests, which shall be up to date at all times and shall be available for inspection by any Member of the Union on request.
- 1.2. The Board shall establish and maintain a Trustee Handbook which shall be provided to all Trustees on commencing their role, shall be redistributed to the Trustees no less than once every two years, and shall be available for inspection by any Member of the Union on request. The Trustee Handbook shall include:
 - 1.2.1. A Conflict of Interest Policy in keeping with the Articles
 - 1.2.2. A Confidentiality Policy
 - 1.2.3. A copy of any declarations required from Trustees
 - 1.2.4. Any other matter that the Chair of the Board thinks fit.
- 1.3. Business of the Board shall be divided into “Unreserved” and “Reserved” business.
 - 1.3.1. Reserved business shall be business which relates to matters which are confidential including without limitation all issues relating to staffing and disciplinary matters, and Unreserved business shall be all other business.
 - 1.3.2. Reserved business shall not be mentioned in any publication of the Union or be discussed at or considered in any other committee, Student Council or Referendum, with the exception of the Remuneration & HR Committee and the Finance Committee.
- 1.4. Minutes shall be kept of all meetings and decisions of the Board. All minutes must be confirmed at the subsequent meeting of the Board.

2. Chair of the Board

- 2.1. The Chair of the Board shall either be the Undergraduate President or the Postgraduate President. The chair shall be chosen from among the Presidents-elect after their election and before the beginning of their term of office by:
 - 2.1.1. In the first instance, a unanimous decision among the Presidents-elect;
 - 2.1.2. If such a unanimous decision cannot be made, an election to be conducted at the first meeting of the Board after the beginning of the Presidents’ term of office, in a discussion in which the Presidents shall not participate.

3. Responsibilities of the Board of Trustees

- 3.1. The Board shall:
 - 3.1.1. ensure that the Union operates in accordance with its aims and objectives;
 - 3.1.2. ensure that strategic plans are in place, and regularly reviewed, to provide long-term direction for all Union services and activities;

By-Law 8 - The Board of Trustees the Union's mission and values statement;

- 3.1.4. consider and approve annual departmental plans and budgets;
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- 3.1.5. ensure comprehensive research is undertaken to identify members' views on Union services and activities, and on the external environment, and to make recommendations accordingly;
- 3.1.6. oversee the finances of the Union, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget;
- 3.1.7. consider and make decisions on capital expenditure;
- 3.1.8. approve the financial regulations of the Union;
- 3.1.9. oversee matters relating to the management of the Union's premises;
- 3.1.10. take all reasonable steps to ensure the solvency and financial strength of the organisation.
- 3.1.11. agree a programme of work with the Union's auditors.
- 3.1.12. review the Union's Articles at least every 5 years.
- 3.1.13. ensure that the organisation complies with relevant laws, regulations and requirements of its regulators.
- 3.1.14. oversee Union staffing arrangements.
- 3.1.15. review and approve the Union's terms and conditions of employment and other staffing policies.
- 3.1.16. oversee the appointment (and if necessary, the dismissal) of the Chief Executive.
- 3.1.17. determine and maintain a framework of delegation and internal control.
- 3.1.18. agree or ratify all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
- 3.1.19. appoint members to the sub-committees of the Board and empower such members to act on behalf of the full Board, within parameters set by the board.

4. Reporting Processes

- 4.1. The Board shall report once termly on its activity to the Student Council. Such reports shall:
 - 4.1.1. Be verbal or in written form;
 - 4.1.2. Require at least one trustee to attend;
 - 4.1.3. Update the Student Council on the unreserved business of the Trustees in the time since the last report including matters relating to the strategy of the Union and its financial health.
 - 4.1.4. Allow Student Members to put questions to the Board which shall be answered verbally or via a written response at the subsequent meeting of the Student Council.

~~By-Law 8 - The Board of Trustees~~ minutes of the Board shall be made available to Student Members within 14 days of their being confirmed.

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4.3. In the event of a decision by the Trustees to override a decision or Policy made by the Student Members in accordance with Article 28.3, the Trustees shall submit a report to the Student Council no later than two meetings of the Student Council following the decision of the Trustees. The report shall:

- 4.3.1. Be verbal or in written form;
- 4.3.2. Be presented by at least one trustee in attendance at the meeting;
- 4.3.3. Provide an explanation to the Student Members for the Trustees' decision; and
- 4.3.4. Provide an opportunity for Student Members to put questions to the Trustees, which must be answered verbally or in a report from the Trustees to the subsequent meeting of the Student Council.

5. Sabbatical Trustees

- 5.1. The Sabbatical Trustees shall be elected from the Sabbatical Officers-elect after their election and before the beginning of their term of office by:
 - 5.1.1. In the first instance, a unanimous decision among the Sabbatical Officers-elect;
 - 5.1.2. If such a unanimous decision cannot be made, an election to be conducted at the first practicable meeting of the Student Council.
- 5.2. Sabbatical Trustees shall serve as Trustees for the duration of their term as Sabbatical Officers, except if they resign or are removed in accordance with Article 23 or Article 24.
- 5.3. In the event that a Sabbatical Trustee resigns or is removed as a Trustee, a replacement shall be elected in accordance with Clause [5.1], provided that if the outgoing Sabbatical Trustee's has also ceased to be a Sabbatical Officer the election of the replacement Sabbatical Trustee shall take place after any by-election to fill the vacancy left by the Sabbatical Officer has taken place, where one is held.

6. Student Trustees

- 6.1. Student Trustees shall be Student Members of the Union who are not Sabbatical Officers.
- 6.2. The term of office of the Student Trustees shall commence no more than 6 weeks after the end of full Easter Term at the discretion of the Trustees, and shall end no more than 6 weeks after the end of full Easter Term at the discretion of the Trustees, provided that there shall never be more Student Trustees than are permitted by the Articles.
- 6.3. In the event that a Student Trustee resigns or is removed as a Trustee in accordance with Article 23 or Article 24, a replacement Student Trustee shall be appointed in accordance with Article 21. The replacement Student Trustee's term shall last from

By-Law 8 - ~~The Board of Trustees~~ appointment until the time which would have been the end of the term of the outgoing Student Trustee.

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7. External Trustees
 - 7.1. External Trustees shall be Trustees who are not Student Members of the Union.
 - 7.2. The terms of the External Trustees shall be determined the Trustees, who shall have regard to the need to ensure that there is continuity of External Trustees and shall therefore vary the terms of External Trustees where appropriate.
 - 7.3. External Trustees must not hold any elected or paid position within the Union.
 - 7.4. Former elected officers, student trustees, or members of staff of the Union shall not be eligible to be External Trustees until 3 years have elapsed since they left their post.
 - 7.5. External Trustees must not hold any elected or paid position within the University, or the Colleges, except by the discretion of the Board.
8. Committees of the Board
 - 8.1. There shall be the following Committees of the Board
 - 8.1.1. Appointments Committee
 - 8.1.2. Finance Committee
 - 8.1.3. Remuneration and HR Committee
 - 8.2. The Board of Trustees shall publish to all Members the Terms of Reference for each of the above committees, which shall include:
 - 8.2.1. Membership of the committee
 - 8.2.2. Responsibilities of the committee
 - 8.2.3. Delegated powers of the committee from the Board of Trustees
 - 8.3. In addition to the committees detailed above, there shall be the Executive Committee and the Democracy Committee, which shall function in the way specified in By-Laws [Democracy Committee & Executive Committee]
9. Finance Policy
 - 9.1. In accordance with Article 30.3, the signature or agreement of at least one trustee shall be required for payment above £500.
 - 9.2. The Trustees shall prepare and submit the following financial reports to the University in the manner specified in the Ordinances and by the University Council:
 - 9.2.1. In the Michaelmas term of each academic year, estimates of the Union's income and expenditure for the Union's next financial year;
 - 9.2.2. In the Lent term of each academic year, the audited accounts of the Union for the Union's previous financial year.

~~By-Law 8 - The Board of Trustees~~ prepare and submit the following financial reports to the Student Members at a meeting of Student Council or a Student Members' Meeting:

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- 9.3.1. In the Easter term of each academic year, the Union's audited accounts for the previous financial year.
- 9.3.2. In the Lent term of each academic year, a Mid-Year Review of the spending of the Union against its budget for the current financial year.

By-Law 9 - Elections of the Board of Trustees

1. Governance of Elections of the Board of Trustees

- 1.1. The Democracy Committee shall oversee elections of the Student Members of the Union in accordance with the Articles and By-Laws.
- 1.2. There shall be a Returning Officer who shall be elected in accordance with [By-Law 14 Democracy Committee], and who shall be the Chair of the Democracy Committee for decisions relating to Elections.
 - 1.2.1. The appointment of the Returning Officer shall be subject to the confirmation of the University Council.
- 1.3. The Returning Officer shall be responsible for providing to the University Council in the Michaelmas Term an electoral scheme for the conduct of Elections of the Union for the remainder of the academic year, and for providing to the University Council a report on the conduct of each Election.
- 1.4. Decisions of the Democracy Committee shall be taken in accordance with [By-Law 14 Democracy Committee]
- 1.5. The Democracy Committee shall determine the eligibility of Student Members to vote in elections for sabbatical roles, and shall determine any requests to be made by the Union of Student Members regarding their participation in ballots, and shall announce any such decisions in advance of the opening of nominations.
 - 1.5.1. In electing the Disabled Students' Officer, Women's Officer and the BME Officer, the Union shall express its preference that votes are only cast by those students who are disabled, who have "woman" as part of their gender identity or who are BME respectively.

2. Principles of the Elections

- 2.1. The Democracy Committee shall ensure that Elections of the Union are conducted in keeping with the following principles, and shall have regard to those principles when taking decisions:
 - 2.1.1. Elections should be conducted in a manner which is fair and democratic;
 - 2.1.2. Engagement with elections, including nominations, election communications, campaigning and voting, should be accessible to all Student Members;
 - 2.1.3. The administration of elections should be transparent and accountable to Student Members.

3. Conduct of Union Staff

- 3.1. Union staff shall be impartial in Elections of the Union.
- 3.2. Union staff shall work to support and advise the Democracy Committee and to advance the inclusivity of Elections and engagement of the Student Members with Elections.

~~By-Laws of Members of the Executive Committee~~

- 4.1. Sabbatical Officers of the Union should refrain from campaigning in Elections, except in those Elections in which they are a candidate.
1. Governance Practices of the Board of Trustees
- 4.2. Members of the Executive Committee shall promote participation in Elections to the Student Members.

5. Timing of Elections

- 5.1. For all elections, nominations must be open for a minimum of seven Full Term days.
- 5.2. Campaigning must be permitted for a minimum of:
 - 5.2.1. For elections to Sabbatical Officer roles, seven Full Term days;
 - 5.2.2. For all other Elections, five Full Term days.
- 5.3. For all elections, voting must be open for a minimum of three Full Term days.
- 5.4. The timing of Elections shall be determined by the Democracy Committee and subject to approval by the Student Council.

6. Election Rules

- 6.1. The Democracy Committee shall determine additional rules for the conduct of Elections. Such Election Rules shall be subject to the approval of the Student Council.
- 6.2. The Election Rules for an election shall be published before the opening of nominations and shall be available to all students alongside [By-Law 9 Elections].
- 6.3. All campaigning must take place in accordance with the relevant proctoral notices and rules of the University.
- 6.4. The Election Rules shall provide for at least the following:
 - 6.4.1. The reimbursement of reasonable campaign expenses up to a defined spending limit, within guidelines specified in the Election Rules;
 - 6.4.2. Restrictions on campaigning activity;
 - 6.4.3. Restrictions on candidacy for election, in accordance with the By-Laws.

7. Voting System

- 7.1. Elections shall be conducted by secret ballot, normally using the Single Transferable Vote as defined in Electoral Reform Society (1997) *How to conduct an election by the Single Transferable Vote*, 3rd Ed.
- 7.2. Re-Open Nominations shall be a candidate in every election.
- 7.3. Voting shall normally take place online on a voting system provided by the Union and which the Democracy Committee are satisfied allows the elections to be conducted in accordance with the principles details in [Clause 2 Principles].
- 7.4. Use of an electoral system other than that specified in the By-Laws shall be permitted only with approval from the Democracy Committee.

By-Election Complaints Trustees

- 8.1. Any complaint conduct during election must be submitted in writing to the Democracy Committee.
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- 8.2. All complaints relating to the elections process, organisation or polling must be submitted in writing prior to the end of polling to the Democracy Committee.
- 8.3. All complaints relating to the conduct of the count must be submitted in writing to the Democracy Committee within 48 hours of the completion of the count.
- 8.4. The Democracy Committee shall have powers to issue warnings, disqualify or suspend candidates and halt all or part of the election, and take any other reasonable action they think fit.
- 8.5. The Democracy Committee shall be empowered to refer complaints to the Union's [Grievance and Complaints Process] or [Member Disciplinary Procedure] as they see fit. If the complaint would involve a serious admission of civil or criminal liability, the Democracy Committee should automatically refer the complaint to the Board of Trustees.
- 8.6. Any Student Member may appeal to overturn the decision of the Democracy Committee on an election complaint in writing within 48 hours of the announcement of the decision.
 - 8.6.1. The Democracy Committee shall consider the appeal within 7 days of full term of its receipt, or shall respond the Student Member who submitted the appeal detailing reasons why consideration of the appeal must be delayed;
 - 8.6.2. After considering the appeal the Democracy Committee should publish the outcome to Student Members, and directly inform the Student Member who submitted the appeal, any candidates affected by the Democracy Committee's decision, and the Junior Proctor within two days of full term;
 - 8.6.3. If the Student Member who submitted the appeal, or any election candidate affected by the outcome of the appeal, is dissatisfied by the outcome of their appeal to the Democracy Committee, they shall have the right to further appeal to the Junior Proctor.

By-Law 10 - Referendums

1. A Referendum may be called by a Board of Trustees with [Article 15 - Referendums].

- 1.1. Referendums should be held in Full Term and with 21 Full Term days of being called.
 - 1.1.1. Should the dates for a Referendum be either close to, or overlap with, any part of pre-planned elections or by-elections, then the Returning Officer may alter the dates of either the elections and/or the Referendum to cause both processes to run simultaneously. This alteration is solely at the Returning Officer's discretion.
- 1.2. Signatories of a referendum petition must be current Student Members at the time of signing *and* at the time that a referendum would be held.
- 1.3. A resolution may only be passed by Referendum in accordance with the Articles of Association.
- 1.4. Unless otherwise stipulated in the Articles of Association or elsewhere in these By-Laws, a resolution may only be passed by referendum if at least 10% of Members cast a vote.
- 1.5. Unless otherwise stipulated in the Articles of Association or elsewhere in these By-Laws a resolution by referendum will pass by simple majority vote.
- 1.6. Unless the resolution of the Referendum specifically provides to the contrary, the resolution shall take immediate effect and shall nullify any previous conflicting Policy.
- 1.7. Referendum questions must be formulated in a neutral, non-leading format and answerable by a simple affirmative/negative response. The Democracy Committee shall be permitted to seek Student Council approval to amend a referendum question where it is believed an approved question may be leading, partisan in approach or content, or for any other reason related to the neutrality or legality of a referendum question.
- 1.8. The Union shall provide and maintain a voting platform for referendums.

2. Coordination of Referendums

- 2.1. The Democracy Committee as described in [By-Law 14 - *Democracy Committee*] shall oversee the running of any referendum, unless a referendum is called while there is no Democracy Committee whereupon the responsibility shall fall to an Extraordinary Democracy Committee, as described in [By-Law 14 - *Democracy Committee*].
- 2.2. The duties of the Democracy Committee shall include the coordination of referendums in line with [9.1 - *Coordination of Elections*], the principles of the elections in line with [9.2 - *Principles of the Elections*], the formulation of referendum rules in line with [9.6 - *Election rules*], and election complaints in line with [9.8 - *Election complaints*].

~~By-Law 8 - The Board of Trustees~~ The conduct, responsibilities and duties of the Democracy Committee in [By-Law 9 - *Elections*] shall normally apply automatically to the

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Democracy Committee during the coordination of any Referendum.
- 2.4. The coordination duties for a referendum shall mirror those for elections, namely [9.1.1 to 9.1.4].
- 2.5. The roles of the Union staff in a referendum shall mirror that of Union staff in Elections [9.3 - *Conduct of Union Staff*].
- 2.6. Members of the Executive Committee engaging in campaigning activity in referendums may only do so in accordance with their existing democratic mandates.
- 2.7. For the avoidance of doubt, where no relevant existing mandate exists, members of the Executive Committee may campaign as they see fit.
- 2.8. Democracy Committee shall submit for ratification of Student Council the rules of a referendum no later than the Student Council meeting prior to the start of a campaigning period.
- 2.9. Rulings made by the Democracy Committee pertaining to the conduct of any referendum shall be published to all Student Members
- 2.10. In line with [9.5 - *Timings of Elections*], the Democracy Committee shall promote to student members an application process to lead campaign teams for referendum campaigns.
- 2.11. If more than multiple student members and/or groups of student members apply to lead a referendum campaign, the Democracy Committee shall determine, in consultation with all applicants, who is designated as the lead for the campaign.
- 2.12. The designated lead for each referendum campaign shall be responsible for the conduct of the campaign team.
- 2.13. For the avoidance of doubt, should no Campaign Lead be appointed for either the initiating or opposing side of a referendum question, neither the Executive Committee, nor the Democracy Committee, shall be under any obligation to promote said campaign.
- 2.14. In all other matters concerning arrangements, process, discipline and regulation; referendums will follow the procedures for elections [By-Law 9 - *Elections*]. The Democracy Committee may interpret the mirroring of regulations from the elections to Referendum as they see fit to ensure that a fair and effective Referendum takes place.

3. Retention of Materials

- 3.1. Voting materials (ballot papers and records of votes cast and counted) shall be kept by the Union for a period of at least one month after the certification of a result or until all disputes relevant to certain voting materials have been concluded, whichever is the longer.

By-Laws Campaign and Referendums

- 4.1. Each campaign team will be provided with an equal budget supplied by the Union at an amount set by the Democracy Committee, subject to Union Finance Policy and budget constraints. No other monies may be spent. Regulations on expenditure and the claiming of expenses will apply as for elections.
- 4.2. Campaign Leads/Teams must comply with rules regarding conduct set-out in the By-Laws and the Referendum rules. Campaign Leads/Teams will also be expected to act in accordance with University regulations regarding behaviour and [By-Law 18 - *Member Code of Conduct*].

By-Law 81 - The Board of Trustees Complaint Procedure

1. Principles of the Complaints Procedure

- 1.1. Complaints shall be considered and dealt with promptly and fairly.
- 1.2. The Union shall always attempt to provide an effective remedy wherever a complaint is upheld.
- 1.3. Complaints procedures shall be accessible to all Student Members, and to any person who would have been a member had they not exercised their right to opt-out in accordance with [By-Law on Membership].
- 1.4. Complaints shall as far as possible be considered by people not involved in the grievance. Any officer or Trustee of the Union who is the subject of a complaint shall not participate in decision-making about that complaint, or in communication from the Union to the person who submitted the complaint (“the complainant”) regarding the complaint.

2. Informal Complaints

- 2.1. Any officer or staff member of the Union may take steps to informally resolve grievances raised with that officer or staff member to the satisfaction of the person raising the grievance provided that:
 - 2.1.1. No Student Member, or person who would have been a member had they not exercised their right to opt-out in accordance with [By-Law on Membership] is discouraged or prevented from raising a formal complaint if they are dissatisfied with the informal resolution;
 - 2.1.2. The grievance raised, if upheld, would not involve an admission of serious civil or criminal liability;
 - 2.1.3. In the event of a grievance which relates or might relate to staffing matters, steps to resolve the complaint informally shall be taken in keeping with the Union’s internal staffing policies.

3. Submission of Formal Complaints

- 3.1. A formal complaint shall be a written communication addressed to either President of the Union or to any other Sabbatical Officer noting:
 - 3.1.1. The desire to make a complaint;
 - 3.1.2. The specifics of the issue about which they wish to complain;
 - 3.1.3. The specifics of any harm caused by the issues;
 - 3.1.4. A means of contacting the complainant for further correspondence regarding the complaint.
- 3.2. The Officer of the Union to whom a complaint is communicated shall, as soon as is practicable and within one working day of receiving the complaint, acknowledge receipt of the complaint to the complainant and make the complainant aware of this

By-Law 8 - The Board of Trustees information published by the Union regarding the submission and consideration of complaints.

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4. Consideration of Complaints

- 4.1. The Officer of the Union to whom the complaint is communicated shall nominate one of the Sabbatical Officers to lead consideration of the complaint (“the lead officer”), who shall normally be one of the Presidents.
- 4.2. Complaints should be considered by the Union promptly. If the outcome of a complaint is not communicated to the complainant within 14 days, the Officer leading consideration of the complaint shall inform the complainant of the reason for the delay and a new anticipated timescale for consideration of the complaint.
- 4.3. The lead officer shall decide whether the complaint should be considered by the Executive Committee, or the Board of Trustees.
 - 4.3.1. Any complaint which if upheld would involve an admission of serious civil or criminal liability, or any complaint against a member of the Union’s staff who is not a sabbatical officer, shall be considered by the Board of Trustees;
 - 4.3.2. Any other complaint shall be considered by the Executive Committee.
- 4.4. The lead officer shall be empowered to rule that multiple complaints should be considered together or that a single complaint should be considered in separate parts or processes.
- 4.5. The lead officer shall conduct an investigation into the complaint and shall present the findings of the investigation including any relevant evidence to the Executive Committee or the Board of Trustees as appropriate in accordance with Clause 4.3 above.
- 4.6. Where the Executive Committee considers a complaint, it shall consider the findings of the investigation and any relevant evidence presented, and may resolve to:
 - 4.6.1. conduct further investigation respond to the complainant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the complaint;
 - 4.6.2. judge the Union complaints procedures incompetent to hear the complaint and take all reasonable measures to refer the complainant to a body with proper jurisdiction;
 - 4.6.3. reject the Complaint;
 - 4.6.4. uphold the Complaint in part and set out corrective action;
 - 4.6.5. uphold the Complaint in full and set out corrective action; or
 - 4.6.6. refer the complaint to the Board of Trustees.
- 4.7. Where the Board of Trustees considers a complaint, it may resolve to:
 - 4.7.1. delegate consideration of the complaint to an employee of the Union;

By-Law 8 - The Board of Trustees investigation respond to the complainant outlining why a specific amount of additional time is needed for specific tasks that are necessary to properly investigating the complaint;

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 - 4.7.3. judge the Union complaints procedures incompetent to hear the complaint and take all reasonable measures to refer the complainant to a body with proper jurisdiction;
 - 4.7.4. reject the Complaint;
 - 4.7.5. uphold the Complaint in part and set out corrective action; or
 - 4.7.6. uphold the Complaint in full and set out corrective action;
- 4.8. Where a complaint is made against an employee of the Union, consideration of that complaint shall always be in accordance with the Union's staffing policies.
- 4.9. Where a complaint is upheld or partially upheld which involves wrongdoing by a Student Member, corrective action shall always be set out in accordance with [By-Law Member Disciplinary Process].
- 4.10. After the Executive Committee or the Board of Trustees has made a resolution on a complaint, the lead officer shall, as soon as is practicable and within two working days of the resolution, inform the complainant of the resolution and their right of appeal as specified below.

5. Appeal to the Junior Proctor

- 5.1. If after the consideration of a complaint by the Union the complainant is dissatisfied with the outcome of the procedure the complainant shall have the right to appeal to the Junior Proctor in accordance with the Ordinances within 14 days of receiving communication of the resolution of the complaint.
- 5.2. The complainant shall also have the right to appeal to the Junior Proctor at any time more than one month after the submission of a complaint to the Union and before receiving communication of the resolution of the complaint.
- 5.3. The Junior Proctor shall, in accordance with the Ordinance, have the right to decide on a remedy for any such appeal. The Union shall implement this remedy without delay and report this implementation to the University.

6. Report to the University

- 6.1. The Union shall maintain a record of formal complaints received and resolutions made on those complaints, which shall be made available to the University at regular intervals and on request.

By-Law 82 - The Board Affiliations**1. ~~List of External Affiliations~~ Board of Trustees**

- 1.1. The Union shall maintain a list of external organisations to which it is affiliated.
- 1.2. The list of external affiliations shall include details of subscriptions or similar fees paid, or donations made, to such organisations in the past year (or since the last report).
- 1.3. The list of external affiliations should be published to all Student Members and updated at least once per academic year or more frequently.
- 1.4. The list of external affiliations should be reported to the University on request and at least once per academic year.

2. Notice of External Affiliations

- 2.1. If the Union decides to affiliate to an external organisation, it shall publish to the Student Members notice of the decision including the name of the organisation and details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation.
- 2.2. The Union shall make available to the University any such notice.

3. Review of External Affiliations

- 3.1. The list of external affiliations shall be subject to the approval of the annual Student Members' Meeting in accordance with Article 16.2.4. and [By-Law 7 Student Members' Meetings].
- 3.2. If the list of external affiliations is not approved by the annual student members meeting, the next meeting of the Student Council shall consider separately each affiliation of the Union in accordance with [By-Law 1 Student Council].
- 3.3. A referendum may be called on any external affiliation of the Union in accordance with Article 15.1. Such a referendum shall be conducted in accordance with [By-Law 10 Conduct of Referendums].

By-Law 13 - The Board of Trustees**1. Allocation of Resources of the Board of Trustees**

- 1.1. No allocation of funding shall be made to Societies except in accordance with a written procedure published by the Union and available to all Student Members and the University.
- 1.2. Where support or services are provided to Societies, reasonable attempts shall be made to ensure that access to such support is equally available to any Society.
 - 1.2.1. For the avoidance of doubt, this shall include the provision of services such as (but not limited to) use of a voting platform or access to a Freshers' Fair.

2. Definition of Societies

- 2.1. The Union shall publish a working definition of a Society which shall be available to all Student Members and which need not be limited to the Registered Clubs and Societies of the University.
- 2.2. The Union shall not allocate resources to any student group or club which does not fall within its working definition of a Society.

By-Law 14 - The Board of Trustees

1. Opting out of the Practices of the Board of Trustees

- 1.1. Students shall have the right to opt out of being Student Members of the Union by informing by informing the University in a manner to be specified by the Registry.
- 1.2. Students shall be deemed to no longer be Student Members from the time when the Union is informed of their having opted out of Student Membership in accordance with [Clause 1.1].
- 1.3. On ceasing to be a Student Member by opting out, the Student shall immediately be deemed to have vacated any office of the Union previously held.
- 1.4. No Student who has opted out of Student Membership of the Union shall be disadvantaged in respect of access to services provided by the Union.

2. Associate Members

- 2.1. The Associate Members of the Union shall be those people falling within classes determined by the Board of Trustees and shall have such rights and obligations as determined by the Board of Trustees.
- 2.2. There shall be no requirement to maintain a register of Associate Members.
- 2.3. The Union shall publish the classes of Associate Membership, and shall inform any person whether they are an Associate Member on request.
- 2.4. The Board of Trustees shall have the power to remove any Associate Member and shall inform any person so removed in writing within two weeks of Full Term of the decision to remove them.

3. Appeals to Membership Status

- 3.1. Any Student Member of the Union may appeal the class of their membership by informing the Democracy Committee in writing of:
 - 3.1.1. Their current class of membership;
 - 3.1.2. The class of membership they believe that the Union should consider them to hold;
 - 3.1.3. Any information supporting their appeal they wish to provide to the Democracy Committee.
- 3.2. The Democracy Committee shall consider such an appeal, and inform the Student Member of their decision regarding the appeal and update the Register of Members as appropriate within 4 weeks of Full Term of receipt of the appeal or before the next election of the Union in which the member submitting the appeal is entitled, or would be entitled if the appeal were upheld, to be a candidate or to vote.