

BYE LAW 1 - MEMBERSHIP	
Status	1. Membership is as defined in the Regulations of USSU.
Opting-out	<p>2. A student who wishes to opt-out or re-join the membership of USSU must write to the Registrar of University of Salford to notify them of their decision to opt-out or to rejoin the Students' Union and complete any relevant documentation issued for that purpose.</p> <p>3. A student who has opted-out of the Students' Union shall be termed a "User" until such time as they assume any form of membership which is defined within the Regulations.</p>
Rights & privileges	4. All members, be they Full Members, University Members, Reciprocal, Life or Honorary Life Members of USSU are subject to the Regulations issued by the University from time to time.
Full Members	<p>5. Full Members of the Union shall be entitled:</p> <p style="padding-left: 40px;">5.1. To make use of any services and facilities of the Union;</p> <p style="padding-left: 40px;">5.2. To hold ordinary membership of any Union club or society;</p> <p style="padding-left: 40px;">5.3. To attend the Student Council and all Union committees as observers, except in such cases as are specified in these Bye-Laws;</p> <p style="padding-left: 40px;">5.4. To vote in, and to stand for office in, Union elections; and</p> <p style="padding-left: 40px;">5.5. To introduce visitors to the premises of the Union and to functions</p>
University, Reciprocal, Life & Honorary Life Members	<p>6. University Members, Reciprocal, Life and Honorary Life Members of the Union shall be entitled:</p> <p style="padding-left: 40px;">6.1. To make use of any services and facilities of the Union which may from time to time be available to them;</p> <p style="padding-left: 40px;">6.2. To hold ordinary membership of any Union club or society; and</p> <p style="padding-left: 40px;">6.3. To attend Annual and Extraordinary General Meetings of USSU as observers.</p>

Users	<p>7. A User of the Union shall be entitled:</p> <ul style="list-style-type: none">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; and7.3. To attend the Student Council and all Union committees as observers, except in such cases as are specified by these Bye-Laws.
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BYE LAW 2 - GENERAL GOVERNANCE OF THE STUDENTS' UNION

Trustees	<ol style="list-style-type: none">1. The Trustees appointed pursuant to the Regulations of USSU have overall responsibility for the day-today management and administration of USSU.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 Union Assembly in accordance with Guidance and Strategies made from time to time under clause 15.1 of this Bye- Law.
You Decide	<ol style="list-style-type: none">4. You Decide is a large scale forum of the members of the Union, functioning as the Student Council as set out in the Constitution.5. The principle purpose of the You Decide is to guide the representative and campaigning work Trustees and to represent the views of members.6. You Decide is governed by Bye-Law (3) and any Guidance and/or Strategies that affect its workings.
Student Community Forums	<ol style="list-style-type: none">7. There shall be Student Community Forums co-ordinated by the Sabbatical Trustees8. The purposes of Student Community Forums shall be to consider all or any of the following:<ol style="list-style-type: none">8.1. Topics Student Community Forums wish to raise;8.2. Matters raised by Union Assembly;8.3. Major University of Salford initiatives;8.4. Consultations on current issues;8.5. Reports on the work of USSU; and/or8.6. Reports from outside agencies.

<p>Scrutiny Committees</p>	<p>9. There shall be up to 4 Scrutiny Committees co-ordinated by the Trustee Board at any one time.</p> <p>10. The purposes of Scrutiny Committees shall be as follows:</p> <ul style="list-style-type: none"> 10.1. To review the performance and make recommendations on the future scope of a current service or activity; 10.2. To conduct research and consultation; 10.3. To consider mechanisms for widening membership participation; 10.4. To scrutinise decisions of Trustees; and 10.5. To scrutinise objectives, targets, and service areas of USSU. <p>11. Scrutiny Committees shall be governed in accordance with Guidance and/or Strategies made from time to time under clause 15.6 of this Bye-Law</p>
<p>Delegated Committees</p>	<p>12. In accordance with Regulation 65 of the Constitution 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, USSU and/or University of Salford staff members. The Sub- Committees shall include but not be limited to:</p> <ul style="list-style-type: none"> 12.1. Staffing Sub-Committee
<p>Appeals Committee</p>	<p>13. An Appeals Committee will be constituted in accordance with Guidance and/or Strategies made under clause 15.8 of this Bye-Law. Members will be able to appeal decisions taken by USSU including disciplinary action. The Appeals Committee will be chaired by a Trustee and its membership may include Trustees, members and USSU and/or University of Salford Staff.</p>
<p>Referenda on Affiliations</p>	<p>14. 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, provided that no organisation may be the subject to a ballot more than once in any one academic year.</p>

Guidance and Strategies	<p>15. The Trustees, may issue guidance and strategies on such issues as they consider to be useful including but not limited to the following issues:</p> <ul style="list-style-type: none">15.1. Officer Portfolios;15.2. Conduct of Elections;15.3. Conduct of USSU meetings;15.4. Proxy votes;15.5. Student Community Forums;15.6. Scrutiny Committees;15.7. Complaints procedures;15.8. Disciplinary procedures,15.9. Human Resources;15.10. Volunteering;15.11. Financial;15.12. Communications; and15.13. Equality and Diversity.
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BYE LAW 3 – YOU DECIDE

<p>Role and purpose</p>	<p>1. You Decide is established by these Bye-laws to fulfil the constitutional remit of the “Student Council” and the following purposes.</p> <ul style="list-style-type: none"> 1.1. To discuss and debate issues pertinent to students making campaigning and representation policy as appropriate; 1.2. To receive and consider reports from the Trustees, Student Community Forums and Scrutiny Committees as required 1.2. To make non-binding recommendations to the Trustees of USSU; 1.3. To make non-binding motions of no-confidence in one or a number of Trustees; 1.4. To review and scrutinise the decisions and actions of the Trustees of USSU; 1.6. To consider the appointment and re-appointment of Non-Student Trustees 1.7. To admit and remove University Members, Reciprocal, Life and Honorary Life Members of the Union.
<p>Composition</p>	<p>2. You Decide shall be run as an open access decision making forum with no elected members. Trustees of USSU may attend You Decide and have speaking rights but not voting rights. Meetings shall be open to all Full Members who shall be accorded speaking rights but not voting rights.</p>
<p>Clerk</p>	<p>3. There shall be a Clerk to You Decide who shall be a Trustee.</p> <p>4. The Clerk shall provide administrative support to You Decide and shall keep minutes of all proceedings to include the 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 the proceedings were held, or by the chair of the next succeeding meeting, shall be sufficient evidence of the proceedings.</p>
<p>Frequency of Meetings</p>	<p>5. There shall be a minimum of three meetings of You Decide held in each academic year.</p>
<p>Regulation & delegation</p>	<p>6. You Decide shall be regulated according to this Bye-Law(3) and any Guidance & Strategy made from time to time by the Trustees under clause 15 of Bye-Law(2).</p>

Quorum	7. There shall be no quorum for meetings of You Decide as there are no elected members.
Meeting Chair	8. The Chair of You Decide will normally be one of the Sabbatical Trustees.
Union Senior Staff Member	<p>9. The senior staff member of the Union or his/her representative shall attend each meeting of the Assembly together with other members of permanent staff of the Union as appropriate.</p> <p>10. The senior staff member of the Union shall have the right to speak (but not to vote) at all meetings in which he or she is in attendance.</p>
Conflicts of interest	<p>11. Whenever a person has a personal interest in a matter to be discussed at a meeting he / she must:</p> <ul style="list-style-type: none"> 17.1. Declare an interest before discussion begins on the matter; 17.2. Withdraw from that part of the meeting unless expressly invited to remain; 17.3. In the case of personal interests not be counted in the quorum for that part of the meeting; and 17.4. In the case of personal interests withdraw during the vote and have no vote on the matter.

BYE LAW 4 - -FINANCIAL REGULATIONS

General Provisions	1. The Trustees shall be ultimately responsible for the finances of the Union, and shall be empowered to establish regulations that shall be binding on Union Assembly, Committees, Clubs, Societies, Officers, Officials and Staff. The Trustees shall have access to all books, records and accounts of any body of the Union.
Accounts	2. The Union's financial year shall run from 1 August to 31 July, and all bodies of the Union shall maintain accounts for this period. 3. The Trustees shall appoint Auditors, who shall be Chartered or Incorporated Accountants, and shall not be Officers, members, or employees of the Union. 4. All financial transactions shall be recorded in accordance with arrangements agreed with the Auditors. 5. Audited Accounts, together with the Auditors report, for each financial year, shall be submitted to the first possible Trustee meeting of the subsequent Academic Year, and to the Annual General Meeting. 6. The Auditors may attend the meeting of the Trustees considering the accounts to comment or answer questions.
Standing Orders	7. The Standing Orders shall be read in conjunction with the rest of the Constitution of the Union and nothing contained in the Standing Orders may be interpreted so as to conflict with any provision of the Constitution. 8. Expenditure within the approved Budget. 8.1 Prior to any order being placed or to any liability in excess of £20 being incurred, a fully authorised, official Union order must be issued. 8.2 Student Activity Groups, Individual Members and Trustees wishing to order goods or

services with a value in excess of £20 should complete an official Union Expenditure Requisition. Once a requisition is authorised by the appropriate Trustee / Activity Group Officer / employee, an order form will be issued by the Finance Department, signed by Finance Office staff or in their absence the Chief Executive.

9. Expenditure in Excess of the Approved Budget.

9.1 No order may be issued or liability incurred in excess of the approved budget for any expenditure head except by an official requisition or order form, signed by both the President or in her/his absence another Sabbatical Trustee, and the Chief Executive or in their absence by the Membership Support Manager.

10. Exceptions: Standing Orders 8 and 9 shall apply in all cases except:

10.1 Where a contractual obligation exists which has been properly authorised by the appropriate signatories.

10.2 Where a binding contractual or statutory obligation exists regardless of initial authorisation.

10.3 Where obligations exist in respect of contracts of employment initially approved by the Trustees.

10.4 Where goods are purchased for resale or as consumables in the process of sales by Union staff with responsibility for such purchases.

11. The Union shall be under no obligation to meet any liability incurred outside the provisions of these standing orders.

12. All income and expenditure of the Union or any body affiliated to or recognised as part of the Union, in accordance with the Union Constitution, shall be controlled and recorded by the Finance Office.

13. Any bank or building society account, or any other savings account shall be processed open, closed and controlled by the Trustees in accordance with the Constitution. No other person shall open, close or control these or any other accounts purporting to be held on behalf of the Union or

any of its constituent parts.

14. The cheque signatories shall be as specified in the Constitution.

15. One of the Non Student Trustees shall be empowered to act as cheque signatory in the event of a situation arising where there are fewer than two of the signatories named in the Constitution for the time being in post.

16. No cheque signatory shall sign a cheque or other order for payment to themselves save that cheque signatories, who are also employees, may authorise round salary payments including their own in accordance with contracts of employment.

17. No payment for any purpose may be made in cash by the Finance Office unless a requisition has been specifically countersigned for cash payment by the President or Chief Executive, or in her/his absence by one of the other cheque signatories.

18. The Finance Office shall not effect payment in respect of any official Union order or requisition for expenditure if:

18.1 The official order or requisition authorising the expenditure is signed by unauthorised persons.

18.2 The expenditure is outside the scope of the account to which it is allocated on the official Union requisition.

18.3 The item of expenditure has been specifically rejected by the Trustees.

19. Expenditure outside the scope of any account shall require authorisation by minute of the Trustees.

20. In the event of absence or vacancy for a post which carries spending authority, and when urgent authorisation is required, the following may deputise for the authorised signatory:

20.1 President for any Sabbatical Trustee.

20.2 Chief Executive or Membership Support Manager or President for members of staff.

	<p>21. Fixed Assets</p> <p>20.1 Fixed Assets shall be defined for the purposes of the Union balance sheet as those items having an anticipated life of two years with an initial purchase price of more than £250.</p> <p>20.2 All such items shall be purchased only with the authority of the Trustees and expenditure capitalised and depreciated according to standard accounting principles.</p> <p>22. These standing orders may only be varied with the approval of the Trustees and shall be reviewed annually. .</p>
<p>Authority for Expenditure</p>	<p>22 Authority for expenditure within the established Union budget and with the approval of the relevant Committee shall be as follows.</p> <p>23. Administration Budget:</p> <p>23.1 Chief Executive: All expenditure.</p> <p>24. Staffing</p> <p>24.1 Departmental Managers: Staff Expenses for their departmental staff; Advertising and recruitment costs for departmental staff</p> <p>24.2 Chief Executive: All other expenditure.</p> <p>25. Trustee Activities:</p> <p>25.1 Policy of Trustees: Sabbatical Trustee remuneration and expenses.</p> <p>25.2 President: All Other Expenditure.</p> <p>26. Student Activities</p> <p>26.1 Student Activities Manager: all departmental expenditure</p> <p>26.2 Student Activities Manager and 2 Activity Group Officers, one of which must be the Chair or Treasurer: all Activity Group expenditure in accordance with the Trustees' financial rules for Activity Groups</p> <p>26.3 Outdoor Pursuits Coordinator: Outdoor Pursuits programme expenditure in accordance with the Trustees' financial rules.</p>

	<p>27. Representation & Support Services: The Membership Support Manager</p> <p>28 Buildings: The Chief Executive or in their absence the Membership Support Manager or Union Administrator</p> <p>29. Miscellaneous Expenditure: Chief Executive</p> <p>30. Trading Operations: Relevant Departmental Manager or the Commercial Operations Manager.</p> <p>32. Capital Expenditure: President and the Chief Executive</p>
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