

Byelaws

Defining the key aspects of governance for the University of Bristol Students' Union

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Introduction

1. University of Bristol Students' Union (the "Union") is a charitable company limited by guarantee. Registered Company Number: 6977417. Registered Charity Number: 1139656.
2. The Byelaws are made pursuant to Article 73 of the Union's Articles of Association. In these Byelaws all references to general meetings mean general meetings required by and held in accordance with the Companies Acts and for the avoidance of doubt are distinct from the Members' Meetings referred to in Byelaw 5 (unless a meeting is designated as both a general meeting and a Members' Meeting by the Trustees of the Union in accordance with the Union's Articles of Association).
3. The Byelaws are pursuant and subject to the obligations implied from the Union's Memorandum and Articles of Association, 1994 Education Act and charitable and other law.
4. Words and phrases used, but not defined in the Byelaws have the same meaning as ascribed to them in the Union's Articles of Association (the "Articles").
5. The Union's Articles of Association take precedence over the Byelaws, which cannot be interpreted or applied in any way that is inconsistent with the Articles. References in the Byelaws to any rights, obligations or processes to which the Members are subject or entitled are subject to the provisions of the Articles.
6. Words importing the singular include the plural and vice versa.
7. The meaning of general words introduced by the word "other" or the word "including" will not be limited by reference to any preceding (or following) words including a particular class of acts, matters or things.
8. Interpretation of the Byelaws is the responsibility of the elected Union Affairs Officer.

Amendments

1. The Byelaws shall be reviewed formally every three years by Student Council to ensure that they are relevant to the membership and current practices of the Union.
2. Amendments to the Byelaws may be made jointly by a two-thirds majority vote of Student Council and the Board of Trustees in accordance with the Articles.
3. In the event of a disagreement between Student Council and the Board of Trustees with respect to the Byelaws, the Board of Trustees is empowered to overrule Student Council

and alter or amend the Byelaws. The Board must then notify the University of Bristol governing body and the next Members' meeting of such a decision.

Commonly Used Terms

In the Byelaws, the following terms have the following meanings:

“Abstention”	A vote at a meeting where a Member decides to abstain from voting. This vote is not considered part of the participating vote and will not be considered when calculating majority.
“Academic Year”	The period between 1 August in one year and 31 July in the next year or such other period as may be determined by the University of Bristol as the period during which students are required to be registered with the University of Bristol.
“Appropriate Person”	As defined in the Complaints Policy
“Articles”	The Articles of Association of the Union, which specify the regulations for the Unions' operations. They define the Union's purpose and describe how tasks are to be accomplished within the organisation
“Board of Trustees”	The body legally charged with ensuring that the Union is operating in accordance with its stated aims, objects and powers as defined in the Articles of Association.
“BUCS”	British Universities and Colleges Sport.
“Byelaws”	These Byelaws being regulations made by the Union stipulating key aspects of governance.
“Chief Executive”	The Chief Executive of the Union appointed jointly by the Board of Trustees and the University Board of Trustees.

“Club”	A group of [Student Members] or [students] meeting for the purposes of sporting activities as defined in Byelaw 9.
“Code of Conduct”	As referred to in Byelaws 8 and 9, a set of binding principles and expectations
“Day”	A period of twenty-four hours as a unit of time, reckoned from one midnight to the next. This includes weekends.
“Education Act”	The Education Act 1994
“Elected Officer/Elected Office”	Relating to any position held by a Union Officer as defined in Byelaw 8.
“Full-Time Officer”	Each Full-Time Officer of the Union, as described in these Byelaws and the Articles.
“Hour”	Any full period of an hour not including any part of a day that is a Saturday, Sunday or Bank Holiday in England.
“LGBT+”	Lesbian, gay, bisexual and trans identities. The '+' includes additional non-straight sexual orientations and gender identities including polyamorous, asexual, pansexual, intersexual and non-gender binary people.
“Liberation”	As in a Liberation Community Organisers and Equality, Liberation & Access Officer, as provided for in Byelaw 7 and 8. The term describes the work done by under-represented or minority groups of Members towards full equality through representing their peers and campaigning on equality issues.
“Members”	The members of the Union as defined in Article 17 of the Articles of Association and in Byelaw 1.
“Members Meeting”	The Annual Members’ Meeting and/or an Extraordinary Members’ Meeting as defined in Byelaw 5

“Motion of censure”	The discussion and subsequent vote by Student Council expressing dissatisfaction in the actions of a Union Officer.
“Policy”	A statement of beliefs discussed and approved by Student Council or the Annual Members’ Meeting that gives a statement of the Union’s position on a particular issue; a commitment to do things or campaign in a certain way about certain things and in accordance with Byelaw 2.
“Project Coordinator”	A Member with responsibility for coordinating a Volunteering Project as defined in Byelaw 9.
“RAG”	Raising and Giving: a group or groups of students who fundraise with the purpose of benefiting specified causes or projects.
“Reciprocal Member”	As defined in Byelaw 1
“Referendum”	A ballot in which all Student Members of the Union are entitled to cast a vote, the protocol for which is set out in Byelaw 4.
“Returning Officer”	The official arbiter of Union elections responsible for ensuring fairness throughout all elections processes, including referendum.
“Quorum”	The number of Members of a meeting required to be in attendance for decisions to be made and as defined in Byelaw 5 and 6.
“Simple majority”	A vote at a meeting where 50% of the Members participating cast a vote in favour. Any Abstentions will not be deemed as part of the participating vote.
“Society”	A group of students meeting for the purposes of any activity, which may include sporting activities, as defined in Byelaw 9.
“Staff Protocol”	A document clarifying the working relationship between Members, Union Officers, Union staff and managers.
“Student Council”	The body elected by and from the Student Members in accordance with the Articles and Byelaw 6.
“Student Trustee”	A Trustee elected in accordance with Article 35 of the Articles who is a student and not, for the

	purposes of Section 22 of the Education Act, a Major Union Office Holder.
“Term of Office”	The period during which a candidate serves in an elected position.
“Trustees”	The directors of the Union as defined in the Companies Acts and the Articles.
“Two-thirds majority”	A vote at a meeting where two-thirds of the Members participating cast a vote in favour. Any Abstentions will not be deemed as part of a participating vote.
“Union Affairs Officer”	As defined in Byelaw 8.11
“Union Officers”	The officers of the Union as defined in Byelaw 8.
“University of Bristol” and “University”	The University of Bristol constituted by Royal Charter dated 24 May 1909.
“Vision, Mission and Values of the Union”	Defined by the Board of Trustees to set out the ambition, priorities and working style of the Union.
“Volunteering Project”	A group of students who volunteer with the purpose of benefiting a specified cause or project as defined in Byelaw 9.
“Women”	All who self-define as women, including (if they wish) those with complex gender identities that include ‘woman’ and those who experience oppression as women.

Byelaw 1: Members of the Union

1. Membership of the Union is divided into the following classes:
 - a. Student Members
 - b. Company Law Members
 - c. Reciprocal Members
2. Where payment for activities and services is due, the Union may award different rates of entry for Student Members, Company Law Members and Reciprocal Members.

Members

3. Defined in Article 17 of the Articles of Association.
4. Student Member access:
 - a. All Members are eligible for access to the Union's full portfolio of activities and services including membership of Union-affiliated student groups as defined in Byelaw 9, in addition to any other service or event that the Union may offer.
 - b. When a student's studies have been temporarily suspended, the student will be entitled to all the rights of a Student Member except that they will not be eligible to vote in any elections under Byelaw 3 and will only be eligible to stand for election to any Byelaw 8 role where the term of office will commence after their period of suspension and will not be able to take up any such role until such time as their suspension of studies ends.
5. Student Members are the only classification of Member eligible to:
 - a. Vote at Members' Meetings and in referenda and elections,
 - b. Stand for Elected Office,
 - c. Stand for Student Council committee positions as defined in Byelaw 6, and
 - d. Be elected to or sent as representatives of the Union to conferences.

Reciprocal Members

6. Membership awarded to any student of another establishment within the United Kingdom who is also a member of the National Union of Students. Reciprocal Membership for students at other institutions may be awarded by Student Council.

7. Privileges include access to the Union's activities and services enabling participation within the student community within the period of time that they are present in Bristol.

Opting out of Membership

8. Student Members have the right to opt out of membership of the Union in accordance with Section 22 of the Education Act 1994. Any Student Member wishing to do so should write to the Chief Executive. Opting out of membership is confined to that Academic Year.

Removal of Membership

9. Membership can be removed from any Member via the process set out in Byelaw 10

Byelaw 2: Union Policy

1. Policy is created by the following channels:
 - a. Referenda
 - b. Student Council
 - c. Annual Members' Meeting
 - d. Extraordinary Members' Meeting
 - e. The Trustees
2. The Trustees have the power to override any decision made by Referenda, by the Student Council, at an Annual Members' Meeting or an Extraordinary Members' Meeting if in their absolute discretion they consider that any such decision has or may have any financial implications for the Union, or is or may be in breach of, contrary to or otherwise inconsistent with charity or education law or any other legal requirement (including *ultra vires*), or is not or may not be in the best interests of the Union (including its reputation) or all or any of its charitable objects, or will or may otherwise affect the discharge of any or all of the responsibilities conferred by the Union's Articles of Association on the Trustees. Policy normally requires a simple majority of those entitled and choosing to participate in a vote to become valid. Abstentions will not count as part of the active vote.
3. Policy calling for a vote of no confidence in a Union Officer is subject to the provisions of the Articles of Association.
4. Policy remains active for three Academic Years; thereafter it lapses unless renewed.

- a. Renewal will take place the third year of the active policy, when it was due to expire
 - b. Once expired it would be renewed at the next Annual Members Meeting that takes place
5. Policy is assigned to the portfolio of the appropriate Full-Time Officer, defined in Byelaw 8, which may not be the Officer specified in the original motion and may be carried out in conjunction with a Student Community Organiser.

Byelaw 3: Elections

- 1. The following elections are governed by the Byelaws:
 - a. Full-Time Officers: defined in the Articles and Byelaw 8, elected annually by cross campus ballot of the Student Members in the second term of the Academic Year.
 - b. Student Community Organisers: as defined in Byelaws 7 and 8, are elected annually by all student members, unless the Network requires a level of self-identification which will restrict the ballot to those who self identify under that category.
 - c. Chair of Student Council: defined in Byelaw 8, elected annually by a ballot of the Student Members.
 - d. Faculty Representatives: defined in Byelaw 8 and also defined in the University statutes for those Faculty Representatives acting in the associated role of Student Representative to University Senate, elected annually by a ballot of University of Bristol students within the appropriate Faculty and Level of Study
 - e. Democratic Standards Committee: as set out in Byelaw 6, elected annually by a cross-campus ballot of Student Members in the second term of the Academic Year.
 - f. Student Trustees: as defined by Byelaw 8, elected annually by cross-campus ballot
- 2. Additional elections may be run or supported by the Union as required.

The Returning Officer

- 3. The Returning Officer is appointed by Student Council or by Democratic Standards Committee, with a notification to the Board of Trustees or relevant designated sub-committee for the purpose of administering elections.

4. The Returning Officer is the ultimate competent official to adjudicate election decisions except for appeals to their decisions. Their appointed Deputy will help deliberate and operationally deliver election rulings
5. The Returning Officer must be independent and should not be a member of Union staff.
6. The Returning Officer has the power to appoint deputies and other election officials from staff of the Union, Members and appropriate external people. Any external appointments must be notified to the Board of Trustees. All staff appointments must be authorised by the Chief Executive. The Deputy shall serve as executive decision maker for most of Elections with the Returning Officer approving major decisions such as the disqualification of a candidate.

Regulations and Timetable

7. The Returning Officer is responsible for the conduct of all matters regarding the elections and the certification of results.
8. The Returning Officer is responsible for approving the election or referendum regulations which are set out by the Democratic Standards Committee (as defined in Byelaw 6).
9. The election or referendum regulations will be published prior to the elections to which they relate.
10. The election regulations should create an environment of fairness to voters and between candidates and encourage positive, creative campaigning by candidates.
11. The election regulations should clearly state the ways in which candidates can promote themselves, use any resources and appeal decisions (see Byelaw 10).
12. Notice of elections must be given a minimum of seven days before nominations open. Nominations must be open for at least fourteen days before the opening of polling. Polling must be open for at least one day and no more than ten days. This will be amenable for any relevant by-elections that needs to take place outside of usual election periods.

Nominations

13. Only Student Members may be nominated for election with the exception of Faculty Representatives who may be non-Members as long as they are verified by the University of Bristol as being a Student of the University.
14. Validation of each nominee's Membership status is required before the nomination is confirmed.

15. Students may not hold two Union Officer roles, as outlined in Byelaw 8, concurrently. Students may therefore only be a candidate for one position across any election in a single academic year, with two exceptions:
 - a. A student can be a course representative and/or school representative, alongside one other Union Officer role (as outlined in Byelaw 8) so long as they are not in a Full Time Officer role (as outlined across 8.8 - 8.15)
 - b. A student may run for up to two Student Community Organiser roles concurrently, but if they are successful in more than one election they must promptly inform the Deputy Returning Officer of which role they wish to take up, and the role not chosen will be awarded to the next best placed candidate.
16. If there are no candidates for a position, the Returning Officer may re-open the nominations for that position or declare a new election be held for that position.
17. If a new election is held, it must be held at a time to maximise participation by Student Members.

Voting

18. Voting must be by secret, secure ballot either through paper or electronic means.
19. Single Transferable Vote (STV) as defined by the Electoral Reform Society of Great Britain and Northern Ireland must be used.
20. Validation of the voter's Membership status is required in order to vote.
21. All ballots must include the option to re-open nominations. Should re-open nominations be elected, the post will remain vacant until a by-election is held.
22. If re-open nominations are elected in a multi-seat election, its surplus of votes and any other votes for re-open nominations will be transferred to a new re-open nominations option.

Byelaw 4: Referenda

1. A referendum is a general vote by the Student Members on a single question that has been referred to them for a direct decision.
2. Referenda may be called where there is a clear choice on a specific policy, mandate or position in the following ways:
 - a. By a motion passed at an Annual or Extraordinary Members' Meeting.

- b. By a decision passed by Student Council or a Student Council committee
 - c. By a written or online petition signed by at least 1.5% of the Student Members submitted to the Union Affairs Officer.
 - d. By a resolution of the Union Board of Trustees.
3. A referendum on the Union's affiliation to the National Union of Students (NUS) must be called every three years.

The Returning Officer

- 4. The Returning Officer or their nominee, as described in Byelaw 3, is responsible for the conduct of all matters regarding referenda procedures and certification of results.

Validity

- 5. Ballots from at least 5% of the Student Members must be returned in a referendum to make its decision valid.
- 6. The Board of Trustees may override any decision made by the Members in a referendum in accordance with Article 42 of the Articles of Association.

Regulations and Timetable

- 7. The Returning Officer is responsible for the wording of the question, which should be agreed with the proposer and the Democratic Standards Committee.
- 8. The question must offer clear choices for the outcome of the vote.
- 9. The Returning Officer is responsible for producing referenda regulations, which must be approved by the Democratic Standards Committee prior to the commencement of the referenda process
- 10. The regulations should create an environment of fairness to voters and between campaigns and encourage positive, creative campaigning.
- 11. The regulations should clearly state the ways in which campaigns can promote themselves, use any resources and appeal decisions (see Byelaw 10).
- 12. A meeting must be held not more than twenty days after a referendum is called for and at least ten days prior to the vote to enable Student Members to choose leaders of groups campaigning on the vote. The leaders must be Student Members.
- 13. Campaign leaders are responsible for the conduct of the respective campaigns and answerable to the Returning Officer.
- 14. At least seven days' notice must be given for the vote.

15. The Students' Union will host a public debate on the referenda question using a format agreed by the Returning Officer

Voting

16. Voting must be by secret, secure ballot either through paper or electronic means.
17. Validation of the voter's Membership status is required in order to vote.

Byelaw 5: Annual and Extraordinary Members' Meetings

1. The Annual Members' Meeting is responsible for creating Policy and holding Union Officers to account. It is open to all Student Members.
2. The Chair of Student Council chairs Members' Meetings.
3. Any Student Member may propose policy, attend and vote at a Members' Meeting.
4. Requests for additional attendees should be made to the Democratic Standards Committee. Attendees who are not Student Members may not vote and may only speak with the permission of the Chair.
5. The quorum of a Members' Meeting is 250 Student Members
6. The Full-Time Officers should take all reasonable steps to ensure that University teaching is suspended at the time of the meeting as far as possible with timetables restrictions

Timetable

7. The exact date and time of the Annual Members' Meeting (or an Extraordinary Members meeting) should be agreed by the Democratic Standards Committee and communicated to the University.
8. Extraordinary Members' Meetings may be called following a petition to the Union Affairs Officer or they may be called on the request of the majority of the Full-Time Officers (in the case of an even split of fulltime officer votes the chair of student council will have the casting vote) giving:
 - a. The reason for the meeting, relevant proposals, motions or other papers.
 - b. The names, University student numbers and signatures of 1.5% of the Student Members.

9. No further business may be transacted at Extraordinary Members' Meetings unless approved by the Democratic Standards Committee.

Agenda

10. The normal agenda of business for the Annual Members' Meeting includes:
 - a. Approval of previous minutes and matters arising from those minutes.
 - b. Approval of affiliations to external organisations.
 - c. Elected Officer reports and opportunity for questions from Members.
 - d. Motions for debate submitted prior to the meeting.
 - e. Review of lapsed policy. If applicable, a decision on what to do with motions not discussed (i.e. extend the meeting, hold a new meeting, refer to another body).
11. The Democratic Standards' Committee will set the agenda for the Annual Members' Meeting and may use their discretion to refer proposals directly to Networks.

Inquorate Meetings

12. The decisions of the Members Meeting if not quorate will be subject to ratification by the next quorate Student Council.

Byelaw 6: Student Council

1. Student Council undertakes the following roles:
 - a. Scrutinises the work of the Elected Officers
 - b. Creates, amends, renews and disposes of any policy or mandate of the Union, except where such policy has been set by a referendum or cross-campus ballot in accordance with the Articles of Association.
 - c. Considers informal proposals from Student Members, which it can:
 - i. Enact by directing an Elected Officer to take certain actions and report back to the following meeting.
 - ii. Turn into a referendum.
 - iii. Dismiss.
 - d. Decides whether to uphold or reject recommendations from Full-Time Officers pursuant to the Disciplinary Procedure set out in Byelaw 10. In a

case of upholding such a recommendation, that recommendation takes immediate effect.

- e. The approval of revisions to the Byelaws and Articles of Association
- 2. The quorum of Student Council is 8% of voting Student Members.

Attendees

- 3. The following attend Student Council as mandatory members (“Mandatory Members”) meaning that they must attend every Student Council or communicate to the Chair beforehand the reason for their absence:
 - a. The Full-Time Officers, as defined in Byelaw 8.
 - b. Student Community Organisers
 - c. Faculty Representatives to the University Senate, as defined in Byelaw 8.
- 4. In addition to the Mandatory Members, the following attend Student Council as Voting Members:
 - a. Course Representatives, as recognised by the University.
 - b. The President, Chair or Club Captain of affiliated student groups as defined in Byelaw 9, or their nominee.
 - c. Elected Student Trustees.
 - d. Volunteer Project Coordinators (one per project) or their nominee
- 5. Mandatory Members may be deemed to have resigned their position if they fail to attend meetings without prior notice. Positions elected by University statute will be deemed to have resigned any Union councils or committees rather than the positions itself. The Union will no longer recognise these representatives in their University roles. A representative can resign a University position by informing that organisation.
- 6. Non-voting Student Members who have submitted proposals or motions are entitled to attend the meeting and speak to their proposal or motion.
- 7. Any Student Member may attend the meeting to observe and speak with the Chair’s approval.
- 8. Student Council may, on an ad hoc basis, invite anyone to attend whom the voting Members feel appropriate.

Timetable

- 9. Student Council may meet and hold online votes
- 10. Additional meetings may be called by the Democratic Standards Committee.

Agenda

11. The Democratic Standards Committee will set the agenda of Student Council and may choose to refer items directly to the Student Community Organisers
12. The agenda for Student Council may include:
 - a. Minutes of the last meeting and matters arising from those minutes.
 - b. Reports from and questions to the Elected Officers
 - c. Consideration of motions and proposals submitted prior to the meeting.
 - d. Discussion of proposal and topics raised by Members of Student Council during the meeting.
 - e. Reports from Student Community Organisers.
 - f. Any other business deemed relevant by the Chair.

Committees

13. Student Council may elect or convene committees to address particular issues, oversee particular projects or serve other specific purposes, as it deems necessary.
14. Student Council must ensure the election of a Democratic Standards Committee and must convene at Student Representatives Assembly as described in Byelaws 6.16-17.
15. The Democratic Standards Committee is, as set out in Byelaw 6, elected annually by a cross-campus ballot of Student Members in the second term of the preceding Academic Year.
 - a. The committee is responsible for:
 - i. Ensuring that Union democracy is open, transparent, and adheres to the letter and spirit of the Byelaws [and the Articles].
 - ii. Ensuring that democratic processes operate in a fair and accessible way to Student Members.
 - iii. Scrutinising and ensuring fair operation of Union meetings, referenda and elections.
 - iv. Recommending sanctions to Student Council if they believe standards have been breached.
 - v. Setting the agendas of Student Council and the Annual Members' Meeting
 - b. Members include the Chair of Student Council and the Union Affairs Officer and up to five Student Members - elected annually by a cross-

campus ballot of Student Members in the second term of the preceding Academic Year - who cannot hold any other Elected Office as defined by Byelaw 8.

- c. In line with byelaw 6.5 members will be deemed to have resigned from their position on the committee if they fail to attend student council meetings or AMM without prior notice, with discretion granted jointly to the Chair of Student Council and the Union Affairs Officer

16. The Student Representatives Assembly is a formal accountability and campaign discussion space.

- a. The assembly is responsible for:
 - i. Developing issues, proposals and motions as directed by Student Council.
 - ii. Scrutinising the actions of the Union Officers and Student Community Organisers on a regular basis
 - iii. Reporting to Student Council on the activities of the Student Community Organisers as defined by Byelaw 7.
 - iv. Discuss and decide on campaigning priorities for the Union based on Union Officer manifestos, Student Community Organiser activities and Student Council policies
 - v. Liaising with University and Union staff to provide additional information or input on issues, proposals and motions.
- b. Members include Full-Time Officers, Student Community Organisers, Faculty Representatives, Student Trustees, and the Chair of Student Council.
- c. The assembly must meet a least 2 times in the first term and 3-4 times in the second term during the Academic Year.

Reporting

17. Student Council reports to the Board of Trustees.

18. All reports and minutes of Student Council must be published and accessible to all Student Members within seven working days of each meeting.

Byelaw 7: Student Community Organisers

1. The Union will maintain Student Community Organisers to bring together leaders from interconnected communities to build power and make change together.
2. They will follow the principles of Community Organising and will act in line with the following principles, elsewhere to be referred to as the organizer commitment:
 - a. Organising and campaigns should:
 - b. Seek out the personal interest of a range of groups to find a campaign that can build power across different groups
 - c. Facilitate discussion and work together to share a collective goal
 - d. Be well researched and evidenced
 - e. Be accessible to a broad range of people (or have a well evidenced case for targeting a particular group)
 - f. Have a significant positive impact on students, in their lives as students
 - g. Be a campaign that could grow and/or have an ongoing benefit to students
 - h. Fit within or alongside the priorities of the Full Time Officer Team, Student Representative Assembly and the Students' Union
3. Student Community Organisers will be expected to engage with a wide range of student communities to stay abreast of student priorities and ensure they are bringing together different groups to find shared aims. This will include, but not be limited to: student societies and clubs; volunteering project groups; Networks as student groups and Faculty, School and Course Academic Representatives.
4. Each Student Community Organiser will be expected to work on a variety of issues and cover the breadth of the student experience. There will be four roles which will have a specific Liberation focus, these roles will hereafter be collectively referred to as Liberation Community Organisers. The following Student Community Organisers will be elected in the second teaching block of each Academic Year:
 - a. Student Community Organiser (Global Majority Communities)
 - b. Student Community Organiser (LGBTQ+ Student Communities)
 - c. Student Community Organiser (Women's Student Communities)

- d. Student Community Organiser (Disabled Student Communities)
 - e. Student Community Organiser (Open-place)
 - f. Student Community Organiser (Open-place)
5. The Student Community Organiser (Open-place) roles will be open to all students and will be elected in a single election, utilizing Single-Transfer Voting.
 6. The Liberation Community Organiser elections will be open to those who self-identify into the focus areas of each role.
 7. Student Community Organisers will be members of Student Representatives Assembly and they will give written and verbal reports to Student Representatives Assembly about their work and campaigns. Student Representatives Assembly must approve projects, campaign focuses and attached financial costs and ensure Organisers are adhering to the Organiser commitment (Byelaw 7.2 a-g)

Byelaw 8: Union Officers

1. There are the following categories of Union Officers:
 - a. Full-time Officers (Byelaw 8.8 – 8.15)
 - b. Student Community Organisers (Byelaw 8.16 – 8.17)
 - c. Chair of Student Council (Byelaw 8.18)
 - d. Faculty Representatives (Byelaw 8.19 – 8.25)
 - e. School Representatives (Byelaw 8.26 – 8.31)
 - f. NUS Reps (Byelaw 8.32 – 8.33)
2. Union Officers will be elected by cross-campus ballot, with the exception of School Representatives who may be co-opted into their role as appropriate – in partnership with the University, and any other Union Officer that is elected via self-identification
3. The remits of the Full-Time Officers should be reviewed every 4 years, including a review of the titles and role descriptions of the Full-Time Officer positions and the working relationships between Full-Time Officers and Student Community Organisers.
4. In the situation that a Union Officer were to vacate their role, voluntarily or involuntarily, their roles and responsibilities are not to be left vacant once the

legal procedure to terminate their contract is completed. Their replacement may take two forms:

- a. If there are more than 9 months left of tenure: A Full-Time replacement, under the same paid conditions, is to be found via the process of a by-election, following all of the Union's formal election rules.
- b. If there are less than 9 month left, part-time replacements are to be put in place – this could take the form of the relevant Student Community Organisers, Faculty Representatives (in the case of the UG and PG Education Officers), the remainder of the Full-Time Officer team and/or Union staff. Undertaking this role would not result in an increase in pay for the other Full-Time officers, or SU Staff, and would not lead to those students holding part-time representation roles receiving the salary that the Full-Time Officer, had they remained in their post, would have received. However, holding these additional responsibilities, shall not incur a cost on those taking them on, and they shall be reimbursed for any costs associated with their role, as a Full-Time Officer would be.

Code of Conduct

5. Union Officers are expected to act in accordance with the Union's Vision, Mission and Values and to promote the Objects of the Union and their office.
6. Union Officers must also:
 - a. Adhere to all legal obligations including the Memorandum and Articles of Union the Byelaws and Rules
 - b. Policy, including:
 - i. Health and Safety
 - ii. Financial regulations and procedures
 - iii. Equality Policy
 - iv. The Staff Protocol
 - c. Use Union resources responsibly and honestly.
 - d. Fully participate in all induction, training and development opportunities pertaining to the team within which they are a part or to the advancement of their portfolio.
 - e. Not act dishonestly or with intent to commit fraud.
 - f. Adhere to and respect any confidentiality practices that may be in place to protect the reputation, services, activities and people of the Union.

- i. Any Union Officer who believes that a disclosure of confidential information would be in the interest of the majority of Student Members may disclose this information in confidence to the Student Representatives Assembly of Student Council as described in Byelaw 6 with the exception of confidential information protected by law rather than by Policy. No repercussive actions will be taken against said Union Officer.
- g. Not knowingly misrepresent the views of the Union.
- h. Carry out the duties and responsibilities of their elected role in good faith.
- i. Make every reasonable effort to be punctual and reliable.
- j. Comply with any relevant conflict of interest policies.
- k. Not behave recklessly in the discharge of their duties.

Accountability

- 7. All Union Officers are accountable to the following channels:
 - a. Annual and Extraordinary Members' Meetings.
 - b. Student Council.
 - c. Relevant Student Community Organisers
 - d. Student Representatives Assembly (as a sub-committee of Student Council comprised of Student Leaders)

Full-Time Officers

- 8. Responsibilities of the Full-Time Officers include:
 - a. Serving as Officer Trustees, as defined in the Articles of Association, where specified below.
 - b. Leading on a portfolio of policy as detailed in these Byelaws.
 - c. Campaigning for students as directed by Student Members through referenda, Annual Members' Meetings and Student Council.
 - d. Leading the Union's campaigning activity on issues relevant to their role.
 - e. Representing Student Members to the University, local and national bodies.
 - f. Representing Student Members on relevant University committees and working through them to implement Union policy as appropriate.

- g. Ensuring consultation on relevant University policy-making.
- h. Supporting and developing relevant Student Community Organisers, student groups and representatives.
- i. Acquiring and disseminating knowledge of relevant national Higher Education (HE) issues and policy development.
- j. Working with relevant NUS campaigns and ensuring wide circulation of information.

Union Affairs Officer – Full Time Officer

9. The Union Affairs Officer ensures that students are at the heart of Union decision-making. They are responsible for how students interact with the Union including effective communication channels and oversight for Union services, including those provided for societies, volunteering and fundraising (RAG), and they are the lead officer for democracy. They also:
 - a. Act as the principal channel of communication between the Union as an organisation and the University and all affiliated bodies, informing the Union and Student Council of all relevant activities.
 - b. Ensure the effective operation of the Full-Time Officer team.
 - c. Lead on the development of the Union to ensure that the activities, facilities and services offered are of good quality, accessible and relevant to the needs and desires of all Student Members.
 - d. Lead on matters of staff liaison.
 - e. Oversee Union democracy by working with the Chair of Student Council and the Democratic Standards Committee.
 - f. Encourage Students to engage and participate in local and national democracy.
 - g. Ensure that the Union's democratic events and processes are accessible and effectively communicated to Student Members.
 - h. Interpret the Union's Byelaws.
 - i. Lead on the development of the Union's research capacity and focus.
 - j. Support Student Community Organisers as appropriate.
 - k. Support and develop Student Member-led campaigns and causes groups.
 - l. Support and develop Student Member-led fundraising and volunteering projects.

- m. Support and develop Media Products.
- n. Work with the Equality, Liberation and Access Officer, Postgraduate Education Officer, International Students' Officer and relevant Student Community Organisers to support and develop Member-led campaigns, activities and research into diverse Member experiences to ensure any barriers to participation are alleviated.
- o. Work with the Sport and Student Development Officer to reward and recognise those involved in Union activities.
- p. Serve as an Officer Trustee of the Union.

Postgraduate Education Officer – Full Time Officer

10. The Postgraduate Education Officer is responsible for representation in all aspects of postgraduate life. They are the lead representative for taught and research postgraduates. They also:
- a. Support and develop a postgraduate community.
 - b. Liaise with the Bristol Doctoral College.
 - c. Lead and empower postgraduate academic Faculty Representatives.
 - d. Ensure that postgraduates have access to good advice and information on matters relating to their academic welfare.
 - e. Ensure that postgraduates' interests are represented within the University Student Services.
 - f. Support Student Community Organisers as appropriate
 - g. Work with the Undergraduate Education Officer to represent, empower and champion academic societies and ensure that they are effectively representing and engaging with postgraduates.
 - h. Work with the Equality, Liberation and Access Officer, International Students' Officer and the relevant Student Community Organisers to ensure that the interests of all postgraduate Members, with particular regard to under-represented or minority groups of Members, are addressed in the development of postgraduate educational policies.
 - i. Work with the Equality, Liberation and Access Officer, International Students' Officer and the relevant Student Community Organisers to ensure that all postgraduate Members, with particular regard to under-represented or minority groups of Members, are represented on issues related to their experience at the University.
 - j. Work with the Sport and Student Development Officer to represent the interests of postgraduates to the University on matters of personal

development and promoting the importance of co-curricular activity and skills development within the wider student experience.

- k. Serve as an Officer Trustee of the Union.

Student Living Officer – Full Time Officer

11. The Student Living Officer is responsible for representing Student Members on accommodation, local community, finance and wellbeing issues and champion a healthy lifestyle and a healthy mind. They also:

- a. Lead and respond to issues facing Student Members within University accommodation and the private-rented sector.
- b. Liaise with the local council regarding housing and student issues
- c. Provide strategic oversight for the Union lettings agency.
- d. Lead and support representatives of accommodation and residences in providing a positive living experience for Student Members.
- e. Ensure that Student Members are represented as residents in the local community and effective input from Student Members is provided for local and city council policy- making.
- f. Ensure that Student Members have access to good advice about accommodation, financial matters and health and welfare.
- g. Ensure that Student Members' interests around health and wellbeing are represented within the University support services.
- h. Ensure the provision of Student Member-led support groups as appropriate.
- i. Ensure that the Union and University are committed to sustainable practices in their activities and policies.
- j. Support Student Community Organisers as appropriate
- k. Serve as an Officer Trustee of the Union.

Undergraduate Education Officer – Full Time Officer

12. The Undergraduate Education Officer is responsible for representation on undergraduate academic matters. They promote partnership and developments in teaching, learning and students' welfare. They also:

- a. Lead and empower undergraduate academic Faculty Representatives.
- b. Ensure that undergraduates have access to good advice and information on matters relating to their academic welfare.

- c. Ensure that undergraduate interests are represented within the University Student Services.
- d. Work with the Postgraduate Education Officer to represent, empower and champion academic societies.
- e. Support Student Community Organisers as appropriate.
- f. Work with the Equality, Liberation and Access Officer, International Students' Officer and the relevant Student Community Organisers to ensure that all undergraduate Members, with particular regard to under-represented or minority groups of Members, are represented on issues related to their academic experience at the University.
- g. Work with the Sport and Student Development Officer to represent the interests of undergraduates to the University on matters of personal development and promoting the importance of co-curricular activity and skills development within a wider student experience.
- h. Serve as an Officer Trustee of the Union.

Sport and Student Development Officer – Full Time Officer

13. The Sport and Student Development Officer is responsible for representing the interests of Student Members in terms of sport, exercise and health and leads on personal development, employability and leadership development policy, programmes and activities. They also:
- a. Liaise with the University Centre for Sport, Exercise and Health and relevant external sporting organisations.
 - b. Oversee the effective organisation and promotion of the varsity series.
 - c. Oversee the effective organisation and promotion of sports participation activities such as the intramural programme, UBU Active and Fit and Fabulous.
 - d. Ensure that Student Members have access to recreational sporting opportunities.
 - e. Represent the interests of Student Members on matters of personal development.
 - f. Promote the importance of co-curricular participation and skills development as part of the university experience.
 - g. Ensure training and continuous development opportunities for Student Members in leadership roles.
 - h. Support Student Community Organisers as appropriate.

- i. Work with the Union Affairs Officer to ensure that the Union develops and maintains appropriate facilities for the activities of its Student Members.
- j. Work with the Union Affairs Officer to reward and recognise those involved in Union activities.
- k. Work with the Equality, Liberation and Access Officer, Postgraduate Education Officer, International Students' Officer and relevant Student Community Organisers to ensure that the Union's Equality Policy is upheld in all Member-led sporting activities and to ensure any barriers to participation are alleviated.
- l. Serve as an Officer Trustee of the Union.

Equality, Liberation and Access Officer – Full Time Officer

14. The Equality, Liberation and Access Officer is responsible for ensuring that all Student Members' voices are represented within the Union and the University. They champion equality for all Student Members and work with Student Members to campaign against discrimination and barriers within both the University and the Union. They also:

- a. Support and develop Student Member-led cultural groups.
- b. Support and develop Student Member-led groups championing equality and liberation causes.
- c. Support and develop Student Member-led faith groups and attend the Multifaith Forum.
- d. Support Student Community Organisers as appropriate
- e. Support Student Members on matters relating to the Union's equality policy and oversee the Union's equality objectives.
- f. Work with the Sport and Student Development and Union Affairs Officers to support and develop Student Member-led campaigns, activities and research into diverse Member experiences to ensure any barriers to participation are alleviated.
- g. Work with the Sport and Student Development and Union Affairs Officers to ensure that Union and University activities and facilities are affordable and accessible to all Student Members.
- h. Work with the University on their widening participation agenda as well as contributing to the drafting of the Access Agreement.
- i. Work with the other Full-Time Officers and the relevant Student Community Organisers to ensure that the interests of all Student

Members, with particular regard to under- represented or minority groups of Members, are addressed in the development of Union and University policies.

- j. Work with the other Full-Time Officers and the relevant Student Community Organisers to ensure that all Student Members, with particular regard to under-represented or minority groups of Members, are represented on issues related to their experience at the University.
- k. Serve as an Officer Trustee of the Union.

International Students' Officer – Full Time Officer

15. The International Students' Officer is responsible for representation in all aspects of the international student experience. They champion the inclusion of international Members (EU and non-EU) and campaign against discrimination and barriers within both the University and the Union that impact international students. They also:

- a. Support and develop an international student community.
- b. Ensure that international students' interests are represented within University education and professional services, with a particular focus on liaising with the International Office.
- c. Support and develop member-led groups championing international students or related issues
- d. Lead and empower elected/selected representatives with an international remit, for example those on JCR Committees
- e. Ensure that international students have access to good advice and information on matters relating to their University experience
- f. Support Student Community Organisers as appropriate
- g. Work with the Sport and Student Development and Union Affairs Officers to ensure that Union and University activities, democracy and facilities are accessible and engaging to international Members.
- h. Work with the Postgraduate and Undergraduate Education Officer to ensure that the academic interests of international students are represented effectively
- i. Work with the Full-Time Officers and the relevant Student Community Organisers to ensure that the interests of international Members are addressed in the development of Union and University policies.
- j. Work with the Equality, Liberation and Access Officer and the relevant Student Community Organisers to ensure that all international

Members, with particular regard to underrepresented or minority groups of international Members, are represented on issues related to their experience at the University.

- k. Work with the Student Living Officer and relevant Student Community Organisers to ensure that international Members, are represented on issues related to their lifestyle, wellbeing, and accommodation.
- l. Serve as an Officer Trustee of the Union.

Student Community Organisers – Part Time Roles

16. General responsibilities of Student Community Organisers include:

- a. Bringing together leaders from interconnected communities to build power and make change together.
- b. Adhering to the Organiser commitment (Byelaw 7.2 a-g) and ensuring their work and campaigns also adhere.
- c. Joint responsibility with the relevant Full-Time Officers for gaining and disseminating knowledge about relevant policy development locally and nationally and gaining students' opinions and feedback on issues.
- d. Scrutinising the work of Full-Time Officers alongside other members of Student Representatives Assembly.
- e. Through Student Representatives Assembly, scrutinizing the work of all Organisers, ensuring they are acting in the best interests of all students and adhering to the Organiser commitment
- f. Attending Democratic events and Student Representatives Assembly and reporting on their activity.

17. The Student Community Organisers will include:

- a. Student Community Organiser (Global Majority Student Communities)
- b. Student Community Organiser (LGBTQ+ Student Communities)
- c. Student Community Organiser (Women's Student Communities)
- d. Student Community Organiser (Disabled Student Communities)
- e. Student Community Organiser (Open-place)
- f. Student Community Organiser (Open-place)

Other Officers of the Union

Chair of Student Council

18. To attend and chair Student Council, Student Representatives Assembly and Democratic Standards Committee, Members' Meetings and work with the Union Affairs Officer to ensure the fair and transparent operation of Union democracy.

Faculty Representatives

19. There shall be one Faculty representative for each level of study (Undergraduate, Postgraduate Taught and Postgraduate Research) and roles elected will mirror the University faculty structure insofar as is practical. The representatives shall be elected by and from the students from that Faculty or School and Level of Study that they seek to represent.
20. Any current student within the relevant Faculty and Level of Study, including those who are not Student Members of the Union, shall be eligible to stand and vote in the election for that Faculty Representative role.
21. For the avoidance of doubt, should a challenge be made to a candidate's eligibility to stand for election to a Faculty Representative role, the only competent authority is the University database.
22. The term of office for Faculty Representatives is July to June of the following year unless otherwise specified.
23. Their primary responsibilities, in addition to any defined by the University, are:
 - a. To raise issues pertaining to the educational and wider university experience of students within their Faculty, School and Level of Study
 - b. To canvas opinion from students within their Faculty and Level of Study
24. To attend Student Council, Student Representatives Assembly and the Annual Members' Meeting. The University will set out the number of Faculty Representatives who should sit as student representatives to University Senate. Where this number is smaller than the total number of Faculty Representatives, the Faculty Representatives shall agree amongst themselves which of them will take up these positions.
25. In the instance that a Faculty Representative is not a Student Member of the Union, they will not have the right to sit on Union councils and committees unless they become a Student Member but they are able to still attend University Senate and meetings within their Faculty.

School Academic Representatives

26. There shall be at least one School Academic Representative for each level of taught study (Undergraduate and Postgraduate Taught) and the roles elected will mirror the University faculty structure insofar as is practical. The representatives shall be elected by and from the students of that School and Level of Study that they seek to represent.
27. Any current student within the relevant School and Level of Study, including those who are not Student Members of the Union, shall be eligible to stand and vote in the election for that School Academic Representative role, or be selected and co-opted separate to an elections process.
28. For the avoidance of doubt, should a challenge be made to a candidate's eligibility to stand for election to a School Representative role, the only competent authority is the University student records database.
29. Their primary responsibilities, in addition to any defined by the University are:
 - a. To raise issues pertaining to the educational and wider university experience of students within their School and Level of Study
 - b. To canvas opinion from students within their School and Level of Study
30. To attend Student Council and the Annual Members' Meeting. From time to time, to attend Student Representatives Assembly as non-voting members at the discretion of the Student Representatives Assembly.
31. In the instance that a School Academic Representative is not a Student Member of the Union, they will not have the right to sit on Union Councils and assemblies unless they become a Student Member, but they are able to still attend meetings within their School.

National Union of Students' Reps

32. All elected Union Officers are eligible to be NUS Reps, or select relevant NUS Reps if necessary, who represent Bristol SU at any NUS conference or meeting.
33. In the first instance, the full-time Union Officers have the decision about who attends in accordance with the NUS Rep entitlement. If a unanimous decision is not agreed, the decision will fall to Student Representatives Assembly.
34. The NUS Reps are responsible for:
 - a. Promoting Bristol SU and its priorities to any NUS-run national spaces
 - b. Facilitating students to raise issues to NUS
 - c. Reporting back to students about any developments

Byelaw 9: Student Groups

1. The Union is entitled to affiliate and support Student Groups, including Sports Clubs, Societies, RAG and Volunteering Projects, as set out in the Student Group Classification Policy
2. Full members of the Union may apply to affiliate a Student Group, in accordance with these byelaws
3. Full members of the Union will be entitled to become a member of any affiliated Student Group, subject to any membership requirements set out by the group in their approved constitution, and provided there are no Union sanctions against them doing so
4. The interests of affiliated Student Groups and their members will be represented by relevant Officers and Student Representatives Assembly as set out in the Student Group Classification Policy
5. The Union is entitled to award grants, allocate facilities and provide resources to affiliated Student Groups. Relevant Officers will oversee any such allocations, and will consult with Network Chairs as deemed appropriate
6. The Union must ensure that the procedure for allocating resources to affiliated Student Groups is fair and is set down in writing, being freely accessible to all Members, as required by the 1994 Education Act
7. The Union is entitled to suspend or revoke affiliation of a Student Group, or restrict or deny access to resources, support and facilities in circumstances including:
 - a. Minimum standards have not been met (e.g. as determined by the reaffiliation process)
 - b. A Union, University or Legal Policy, Regulation or Law has been breached (e.g. as determined by a Code of Conduct investigation)
 - c. In the interest of student safety or wellbeing (e.g. on the recommendation of the Health & Safety committee)

Relevant Officers will oversee any such decisions and will consult with Student Representatives Assembly as deemed appropriate.

Minimum Standards

8. Student groups must satisfy all of the following, in addition to any criteria set out in the Student Group Classification Policy, in order to be eligible to affiliate or reaffiliate to the Union:

- a. Be expressly set up with the intention of advancing education for the public benefit, as defined in the Union Articles of Association
 - b. Have a constitution, approved by the Union, that does not replicate the aims, objectives or primary purpose of another affiliated Student Group. By affiliating a group agrees their constitution will be interpreted in accordance with SU definitions of words or phrases
 - c. Reach the minimum membership number, as set out in Student Group Classification Policy, by the start of the annual reaffiliation period as defined by the Union. Newly affiliated groups will not need to meet this requirement for the academic year in which they are affiliated
 - d. Include a number of mandatory Committee positions in their constitution, as set out in Student Group Classification Policy, and comply with that policy in relation to filling those positions
 - e. Comply with the Union Code of Conduct, and other relevant policies
9. No affiliated Student Group can unlawfully discriminate, including against any Member or in the conduct of their activities. Where an affiliated student group wishes to rely on lawful exemptions, including restriction of membership and/or access to its activities, this must be set out in its approved constitution. Constitutions will only be approved if the Union is satisfied that they are lawful
10. Mandatory committee positions can only be held by full members of the Union. A single mandatory position can be occupied by one person only. A person cannot hold more than one mandatory position within a single affiliated student group.
11. All Committee positions must be elected on an annual basis. Only full members of the Union may vote in elections for Committee positions
12. Affiliated Student Groups committees are responsible for ensuring that they are fully aware of and agree to abide by the Union's policies and procedures in relation to the operation of the student groups, including:
- a. Student Code of Conduct
 - b. Health & Safety Policy
 - c. Equality and Diversity Policy
 - d. External Speaker Policy
 - e. Privacy Policy
 - f. Safeguarding Policy

Renewal of Affiliation

13. All affiliated Student Groups must apply to renew their affiliation to the Union annually as set out in the Reaffiliation Policy
14. The Union sets the timeframe for reaffiliation in conjunction with relevant officers
15. Should a Student Group fail to successfully complete reaffiliation within the timeframe set out by the Union, their affiliation will lapse and will not renew for the next academic year

Memberships, Data & Fees

16. All affiliated Student Group committee Members are required to pay the applicable membership fees (if any) set by their group
17. Any membership fees must be collected by a method approved by the Union
18. Membership data must be processed by a method approved by the Union and in compliance with the law
19. Affiliated Student Groups may not offer memberships that cover more than one academic year

Financial Regulation

20. Affiliated Student Groups who get into a position of overall debt or make financial commitments that they cannot meet, may have their affiliated revoked
21. Affiliated Student Groups are not permitted to hold external bank accounts except where it is in accordance with the External Accounts Policy and has received express permission from the Union in writing, in advance
22. Whilst affiliated to the Union, funds raised and collected by affiliated Student Groups are under the control and responsibility of the group. So long as Student Group is affiliated, the group is entitled to use its resources as it determines, as long as it does so in compliance with the aims and purposes of the group, charity law and Union policy
23. The Union has the right to take total control of any affiliated Student Group account if:
 - a. The affiliated Student Group ceases to be affiliated
 - b. There are concerns that the funds are being managed in breach of the provision set out in the byelaws
 - c. The group ceases to exist or there are breaches of any minimum standards set out in Union Policy

24. Where the Union has taken control of the funds or assets of an affiliated Student Group, the Union will hold them for a minimum of 12 months. Funds and assets not needed to settle debts will then be used by the Union to support other affiliated Student Groups
25. All affiliated Student Groups must have a declaration of financial responsibility agreed to by the President/Club Captain/Lead Project Coordinator (or equivalent) and Treasurer each year. The Union accepts no responsibility for the funds of any Student Group and has no liability if funds are mismanaged.
26. Mismanagement of affiliated Student Group funds may result in disciplinary proceedings against individual committee Members in accordance with Byelaw 10
27. Outgoing committee Members are responsible and liable for an affiliated Student Group's accounts until the reaffiliation process is completed and responsibility is transferred to the incoming committee. It is their responsibility to make sure all outstanding debts relating to the period they are in role are paid
28. An affiliated Student Group must inform the Union if at any time the Group is facing financial difficulties, legal issues, health & safety issues, or if they intend to remove or appoint a committee member

Byelaw 10: Conduct and Complaints

Procedure

1. The [Bristol SU Member Code of Conduct](#) sets out standards of conduct and expected behaviours for all Members (including all membership categories that are in place at any time). Bristol Students' Union Trustee Board oversees the Code of Conduct and will review it annually to ensure it is fit for purpose and being applied effectively. (All students at the University of Bristol (UoB) are also subject to the University's regulations and procedure, as well).
2. The [Bristol SU Group Code of Conduct](#) sets out standards of conduct and expected behaviours for all affiliated student groups, group leaders, associated people (coaches and instructors) and supporters.
3. The [Bristol SU Member Disciplinary Policy and Procedure](#) sets out the framework for managing allegations of misconduct made against members of the Students' Union and for ensuring that disciplinary action, where necessary, is applied fairly and consistently and that there is a right of appeal.
4. Complaints to the SU will be handled according to the [Bristol SU Complaints Policy](#). Complaints can be made by anyone that may have cause to complain about SU services, activities, student groups or members. The process that

follows may depend on the relationship to the SU e.g. student, University colleague, member of the community etc and on the nature of the complaint. (Students' Union employees or officers should refer to the Staff Grievance Procedure to raise any concerns or complaints).

Elections

5. Election Rules breaches are to be dealt with through the Elections Complaints Process set out in the Election Rules and the Returning Officer's decision pertaining to them is final.
6. All candidates, voters, members and staff are still bound to the relevant codes of conduct if the complaint or breach extends beyond the Election Rules.