BYE-LAWS OF DUNDEE UNIVERSITY STUDENTS' ASSOCIATION

September 2026

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BYE LAW 1 BOARD OF TRUSTEES

1 COMPOSITION

1.1 The composition of the Board of Trustees shall be in accordance with clause 5.1 of the Constitution.

1.2 An Additional Trustee shall be appointed by the Board as Chair for a maximum of three terms of two years, and another Additional Trustee shall be appointed by the Board as a Vice Chair of Board. Alternatively, the Board may appoint two Additional Trustees to serve jointly as Co-Chairs, each for a maximum of three terms of two years, in which case no Vice Chair shall be appointed. References to "the Chair" in these Bye Laws shall be read as including Co-Chairs where appointed.

1.3 The Chair of the Student Representative Council (SRC) will be invited to all meetings of the Board of Trustees as an observer; they will be able to contribute to discussion but will not be allowed a vote and will not constitute a full member of Board.

1.4 The DUSA Senior Managers will be invited to all meetings of the Board of Trustees as an adviser; they will be able to contribute to discussion but will not be allowed a vote and will not constitute a full member of Board. In addition, the Chief Executive Officer will act as Permanent Secretary to the Board of Trustees.

2 ELECTION AND CO-OPTION OF ADDITIONAL TRUSTEES

2.1 Additional Trustees shall be co-opted to the Board of Trustees by a unanimous decision of the Trustees and acceptance by the SRC for a maximum of three terms of two years, unless unanimous agreement among the Board is made to extend their term beyond this. This process shall be completed in line with the procedures laid out in the relevant standing order.

2.2 Additional Trustees shall be selected on the basis of their skills, knowledge and experience in areas such as charities, education, finance, law or pastoral care.

3 GENERAL DUTIES AND POWERS OF ADDITIONAL TRUSTEES

3.1 The duties and powers of Additional Trustees are those specified in the Constitution, the Charities and Trustee Investment (Scotland) Act 2005 (as defined in the Constitution), the Trustees' handbook and any service agreement or contract of employment entered into between a Trustee and the Association. Trustees are tasked with:

i. giving effect to the democratically decided policy of the Association;

ii. considering views and comments of members in an active manner when raised via the Executive Committee;

iii. carrying out the management and administration of the Association;

iv. undertaking the strategic development of the Association and to regularly review strategy and policies;

v. acting as a channel of communication between members, the Association, the University, the University Court and the public as appropriate;

vi. ensuring that Association finances operate efficiently and effectively, including agreeing budgets, making financial reports as appropriate and robustly monitoring financial performance;

vii. acting as a good employer and supporting the Chief Executive Officer, effectively reviewing their performance; and

viii. Establishing sub-committees and working groups to bring forward proposals on any aspect of the Association's business as appropriate.

4 MEETINGS OF THE BOARD OF TRUSTEES

4.1 The Trustees shall meet regularly throughout the year. Meetings of the Board of Trustees shall take place at least every two months.

4.2 The business to be discussed at each meeting will normally be communicated to the members of the Trustees seven days in advance in the notice of the meeting.

4.3 Any Trustee wishing to place any item of business on the agenda must submit the motion or item to the Secretary of the Board prior to the issuing of the notice of the meeting.

4.4 The Board shall operate according to any standing orders it may have passed.

4.5 The quorum for all meetings of the Trustees shall be seven, at least three of whom shall be Additional Trustees.

5 RESIGNATION AND DISMISSAL OF TRUSTEES

5.1 Given that at meetings where they are full members of the committee, attendance is obligatory or an apology for absence, which is reasonable and acceptable, submitted Trustees shall resign or be deemed to have resigned as follows:

i. By giving five days written notice in advance to the Board Chair.

ii. By failing to attend any Board of Trustee meetings without written apology on any three occasions.

iii. By a vote of no confidence at a duly called Referendum. A Referendum can be called by students in line with Bye Law 4.

iv. By material breach of any service agreement entered into between a Trustee and the Association, as outlined in the Trustees' Code of Conduct.

6 COMMITTEES OF THE BOARD OF TRUSTEES

6.1 In terms of the Constitution, the Board of Trustees may delegate functions to committees. The Board of Trustees will review the functioning committees on an annual basis. Accordingly, there shall be (but not limited to) the following committees:

i. The Executive Committee

The Executive Committee will have the responsibilities for:

1. Co-ordinating the Association's pastoral activities;
2. Providing support to students on academic, welfare and student matters; and
3. Liaising with the University on academic, welfare and student matters.

ii. The Finance Committee

To support the Board in:

1. Providing reasonable assurance that the financial statements are complete, accurate and timely.

2. Ensuring that the financial assets are adequately protected.

iii. The Governance Committee

To support the Board in:

1. Providing reasonable assurance that the Governance arrangements, documents and procedures are fit for purpose and consistent with good practice and ensure that Trustees Act in the interests of the Charity by:

a) Operating in a manner consistent with the Chairity's purpose

b) Acting with care and diligence

c) Managing any conflict of interests

2. Providing reasonable assurance that the principal organisational risks are documented, reviewed and monitored in line with legislative requirements.

iv. The People and Culture Committee

To support the Board in:

1. Providing reasonable assurance that the leadership, management and culture of DUSA provides a supportive, developmental and listening environment for people working within DUSA reflecting DUSA's commitment to creating an environment in which all staff, volunteers and members are supported to continuously develop their talents, skills, and knowledge in line with DUSA's core values of dignity and respect, community, innovation and honesty and integrity.

2. Providing reasonable assurance that the people strategy improves the contribution of DUSA's people to the delivery of DUSA's strategic plan, thus improving DUSA's performance in supporting its student members.

7 ROLE DESCRIPTIONS FOR ELECTED TRUSTEES

The role descriptions set out below are not intended to be exhaustive or fixed. The role descriptions may be amended by the Board of Trustees taking account of the needs of the Association and the Members from time to time. Any alterations to role descriptions must be carried out in the best interest of the Association. The Sabbatical positions are fully remunerated for the tasks they do and Non-Sabbatical positions are voluntary positions.

Sabbatical Positions	Non-Sabbatical Positions
President Vice President of Academia Vice President of Representation Vice President of Student Wellbeing	Vice President of Community Vice President of Fundraising Vice President of Student Activities

Responsibilities of all Executive Post-holders:

- Signatories of the Association's accounts.

- Obligated to represent the opinions and best interests of the student body as a whole.
- Required at all times – but especially within the Association's premises – to conduct themselves in a manner befitting their office.
- Obligated to abide by the Constitution, Bye Laws and policies of the Association at all times
- Act as a Trustee of the Association.
- Keep in touch with student opinion / issues.
- Be an effective representative of students within the University and the local community.

President of the Association (Type: Sabbatical)

The President is the figurehead and lead spokesperson for the Association. They act as the students' advocate for student issues at local, national and international levels as well as having responsibility for the actions and activities of the Students' Association and office bearers. The post holder will liaise with the University and other external bodies on all student matters. The focus of the role will be to continually improve the student experience at the University of Dundee (e.g. academic standards, facilities, accommodation, accessibility, and image).

Has overall Responsibility for:

- Advocating the interests of the students of the University of Dundee at local, national and international levels;
- Aiding Executive members to achieve their objectives,
- All student representation at the University of Dundee,
- Coordinating the development and implementation of pastoral strategy between the University of Dundee and the Association,
- Harmonising the objectives of the Executive Committee with the Association's strategy,
- Liaising with other students' associations, charities, safety services, organisations and media groups,
- Maintaining an accurate version of DUSA's Bye Laws and Constitution,
- Monitoring and assessing the standard of student experience at the University of Dundee from DUSA's perspective (e.g. academic standards, facilities, accessibility, employability skills and image),
- Monitoring the progress of Executive members objectives in the role as Head of Department,

- The actions and activities of the Executive Committee,
- The relations with the University Executive Group,
- Delegating the following responsibilities to other Executive Members,
    - Being part of working groups,
    - Delivering welcome talks and open days,
    - Being involved in accreditation and Student Staff Liaison Committee,
    - Liaising and supporting the quality procedures in Schools,
    - Participating in recruitment processes,
    - Attending university and teaching committees,
    - Overall directorate control over the DUSA Media outlets,
    - Strategic decision making,
- Supporting and advising the Chair of the DUSA Board of Trustees.

Vice President of Academia (Type: Sabbatical)

As well as deputising for the President when required, this post holder works within the University of Dundee to promote, support and aid development of representation, quality assurance in education, equal opportunities, and international students.

Has responsibility for:

- Advocating the interests of all students in particular disabled, international and postgraduate students in conjunction with the Vice President Community,
- Deputising for the President when they are unavailable,
- Liaising with the University in all matters relating to the development and improvement of the University of Dundee's equal opportunities policies,
- Providing student feedback into the University's Quality Assurances processes and representation system,
- To promote, support and aid development of representation, quality assurance in education, equal opportunities, and international students.

Vice President of Representation (Type: Sabbatical)

The post holder will work alongside the University to coordinate and promote all student representation on campus. This will include arranging all student elections, training of elected representatives and providing a first point of contact for representatives when in their role.

Has responsibility for:

- Convening and Chairing the Student Presidents Committee,
- Coordinating all elections and co-option of student representatives at all levels alongside the University, including chairing the Election Liaison Committee,
- Engaging with similar positions in other institutions to share best practise,
- In conjunction with the Representation Manager, coordinating all student representation on programme review panels,
- work alongside the University to coordinate and promote all student representation on campus,
- Taking part in Annual Reviews and Changes to Programmes.

Vice President of Student Wellbeing (Type: Sabbatical)

This post holder will have responsibility for student welfare issues and the provision of the relevant DUSA services. The post holder will also liaise with the Student Services at the University.

Has responsibility for:

- Liaising with Student Support on areas of mutual interest / delivery of joint campaigns,
- Liaising with the Directorate of Student Services on pastoral and welfare issues through membership of relevant committees and regular catch ups with each directorate.

Vice President of Student Activities (Type: Non-Sabbatical)

This post holder will ensure that student interests are best represented in the provision of services and facilities by the Association and University and that societies operate and develop effectively.

Has responsibility for:

- Chairing both the Societies' Council and Societies' Funding Council,
- Representing the student body in relation to services and facilities provided by the University and DUSA,
- Ensuring student interests are best represented in the provision of services and facilities by the Association and University and that societies operate and develop effectively.

Vice President of Community (Type: Non-sabbatical)

The post holder will work with the Executive, student representatives and key University leads to engage under represented student groups from across the campuses and virtual learners in extra-curricular activities and campaigns. The postholder will also engage with external bodies and groups to ensure a strong working relationship and improved cohesion between students and the local community.

Has responsibility for:

- Supporting the engagement of under-represented students (Distance Learners, non-main campus students and articulation groups) in extra-curricular opportunities,
- Working with the VPR to support under-represented students to engage with DUSA's representation structures (Executive and SRC),
- Leading on campaigns that celebrate the diversity of our student body (LGBT+ History Month, Black History Month, etc).

Vice President of Fundraising (Type: Non-sabbatical)

The post holder will co-ordinate the organisation of the Raising and Giving (RAG) initiative. They will also focus on working with charity-orientated societies and assist where possible.

Has responsibility for:

- To work with charity-orientated societies and assist where possible,
- Chair the RAG committee and coordinate recruitment of the RAG committee,
- Help affiliated societies get involved within the RAG campaign through campaigns and events,
- To work with staff on challenge-based fundraising initiatives.

BYE LAW 2 STUDENT REPRESENTATIVE COUNCIL

1 COMPOSITION

1.1 The Student Representative Council (SRC/Council) shall include the members set out in the Standing Orders of the Student Representative Council.

1.2 The DUSA Executive may review and change the composition of the SRC on an annual basis. This must be done in line with their aims and objectives, and any changes to the composition of the Student Representative Council must be agreed to by the Board of Trustees and done in consultation with the Council, or the summer representatives of Council, if Council is not sitting.

2 ELECTION AND CO-OPTION OF COUNCIL MEMBERS

2.1 School Presidents and School, Vice and Associate Presidents are elected at School level with support from the Association and the University in the second semester.

2.2 Council members set out in Article 1.1 are members of Council by virtue of their election, appointment or employment as the case may be.

2.3 Additional members of Council shall be elected via online voting methods, or if online voting is unavailable, then co-option under 2.4.

2.4 Council shall be entitled to co-opt additional members of Council if an online election has not filled all places. Co-option shall follow the process outlined in the standing orders.

2.5 In the case of an elected member stepping down, the Chair will look to the council to source alternative candidates. These candidates will then be co-opted in line with the standing orders co-option process.

2.6 An independent Chairperson shall be elected by the students at the DUSA Executive elections in second semester. The Chair shall be elected to serve a term of one year alongside the DUSA Executive, starting in July and concluding in the following July. This position shall standalone from any defined constituency. The SRC Chairperson shall, working alongside the Vice President of Representation, oversee the compilation of the meeting's agenda, have final say in agenda related matters and Chair all meetings of the Council.

2.7 A Vice Chair will be elected from the elected council at the first meeting of the academic year. The Vice Chair shall be elected in line with standing orders.

2.8 In the event of disorder, the Chair will have the power to dissolve the meeting or to name any members guilty of disturbance or insubordination or contravention of any of these or for any other reason. They will then move that the named member be suspended from the remainder of the meeting.

3 GENERAL DUTIES AND POWERS OF COUNCIL

3.1 Council can:

i. Set or direct the Association's policy,

ii. Hold the Board of Trustees and the Executive to account,

iii. Monitor and discuss the operation of the Association,

iv. Campaign and lobby work in line with policies that are passed by Council,

v. Make the Board of Trustees aware of concerns,

vi. Consider views and comments of members,

vii. Make special consideration for the pastoral obligations of the Association.

4 MEETINGS OF COUNCIL

4.1 There shall be at least eight meetings of the Council across the academic year. The summer Council shall be called in responding to important matters to the policy and governance of DUSA.

4.1.1 If no Chair is elected or stands down prior to the first meeting of the Council, the Vice President Representation shall undertake the duties of the Chair to allow the election of a Vice Chair to be held, inline line with 2.5 of Bye-Law 2. The Vice Chair shall undertake the duties of the Chair until a by-election can be held for the position.

4.2 A quorum shall be attained where 16 or more members of Council are in attendance during the academic year. A quorum of the Summer Council shall be 5.

4.3 The Council shall operate according to any standing orders it may have passed.

4.3.1 These orders shall be reviewed every year before the first meeting of first semester.

4.4 Each member of Council shall have one vote. Where the vote is tied, the Chair will have the casting vote.

4.4.1 When voting Councillors may vote ‘yes’ to show their support for a motion, ‘no’ to show their lack of support for a motion or ‘abstain’ whereby they are choosing not to vote on the motion.

4.4.2 Voting shall take place in the form of an anonymous electronic platform. The Chair will take a note of all members’ votes and will ensure the results are recorded after the vote.

4.5 Meetings of Council are open to all members. A viewing gallery shall be organised in line with the standing orders. Members in the gallery will be able to speak during meetings of Council but will not be given a vote or provided with the relevant papers.

4.6 The meeting may, by a simple majority, vote to exclude any non-member of Council from the meeting and the Chair may rule that discussions of a confidential nature are held in-camera.

4.7 During the last Council meeting of the academic year, the Council will appoint at least five members to oversee the summer running of the Council. The summer Council’s procedures shall be in line with the standing orders.

5 CODE OF CONDUCT, RESIGNATION AND DISMISSAL OF COUNCIL MEMBERS

5.1 All members must sign and adhere to the values, principles, and rules of the Code of Conduct. The Code will be reviewed prior to end of each academic year to ensure they are fit for purpose and submitted to the Council for approval.

5.2 At meetings, where full attendance of the members is obligatory, all the SRC members are expected to attend or submit an apology for absence which is reasonable and acceptable at the discretion of the chair of the SRC. The SRC members shall resign or face a motion of no confidence as follows:

5.2.1 By giving five days’ written notice in advance to the Vice President Representation.

5.2.2 By failing to attend any Council or General meeting without written apology on any three occasions. Council will have the power to set a minimum compulsory attendance rate at the start of an academic year and will have the power to censure members or call for a vote of no confidence for any member failing to achieve that attendance rate.

5.2.3 By a Council member submitting a motion of no confidence a set procedure shall be adhered to as set out in the Standing Orders.

5.2.4 A vote of no confidence that affects a member of the Council whose role leads them to have responsibilities out with the Council (School President, Sports Union President, Independent Member of Court, Rector, Executive), and is found against, shall be removed from the Council.

5.2.5 By material breach of the SRC Code of Conduct, members Code of Conduct or any service agreement entered in between a Council member and the Association as laid out in the relevant Bye Laws.

5.2.6 In circumstances where the behaviour or actions of a Council member has resulted in Association and/or University disciplinary action then this will be reviewed by the Chair and Vice President Representation and may result in the removal of privileges and that member from their position on the Council.

5.2.7 If a disciplinary action is taken against the Chair the Vice-Chair and Vice President Representation or President will review the case and decide on the appropriate next steps, including dismissal from the post.

6 COMMITTEES OF THE COUNCIL

6.1 Council shall be entitled to establish or dissolve sub- committees to undertake part or parts of the duties and powers of Council, these committees shall be chosen by Council and reviewed by Council on an annual basis.

6.2 Each sub-committee required a minim of 3 councillors and can invite non-Council members to provide expertise and support for areas of work.

BYE LAW 3 ELECTIONS AND REFERENDUMS

1 CALLING OF ELECTIONS

1.1 DUSA will organise and facilitate annual elections which will be overseen by the Returning Officers and supported by an Election Liaison Committee (ELC), who shall officiate at the proceedings of the elections and oversee the conduct of all candidates.

2 ELECTION VALUES AND GOVERNANCE

2.1 All elections and referendums will be conducted and carried out by the values of:

i. Democracy

ii. Fairness

iii. Equality

iv. Accountability

2.2 The elections and referendum will be governed by the following principles:

i. All candidates or members of a campaign must treat other candidates, campaigners, students, staff and members of the public with respect and fairness;

ii. All candidates or members of a campaign must protect and respect the environment and property of the campus, the University and;

iii. All candidates or members of a campaign will not undertake acts which bring the election process, referendum, the Association or the University into disrepute;

iv. All candidates or members of a campaign must not undermine the values of Democracy, Fairness, Equality and Accountability during an election or referendum.

3 DUTIES OF THE RETURNING OFFICERS

3.1 There shall be at least four and up to six Returning Officers (RO)

3.2 The ELC shall appoint one of the Returning Officers to be the Senior Returning Officer, who must have served three years on the ELC. The ELC may, if it wishes, appoint a Deputy Senior Returning Officer, who must have served on the ELC for at least one year.

3.3 The Senior Returning Officer will normally be appointed for a period of three years.

4 APPOINTMENT OF THE RETURNING OFFICERS

4.1 All Returning Officers shall be appointed by the University of Dundee, in consultation with DUSA and the Election Liaison Committee, by means of a selection panel comprising at least the Director of Academic & Corporate Governance and the Vice President Representation. Returning Officers shall oversee elections and ensure that they are fairly and properly conducted. All appointments will be determined before any election takes place.

4.2 The ROs must be staff members of the University of Dundee. None of the ROs shall be matriculated students of the University of Dundee.

4.3 The duties of the ROs shall be:

i. To interpret, uphold and enforce the values and principles of these bye laws,

ii. To oversee any election or referendum,

iii. To decide upon allegations of misconduct or breach of election values and principles and to impose any penalty up to and including disqualification,

iv. To validate nominations,

v. To examine the votes cast and adjudicate the validity of the ballot and count,

vi. To organise and monitor the voting platform for the duration of the voting period.

5 ELECTION LIAISON COMMITTEE

5.1 An Election Liaison Committee (ELC) will be formed ahead of all elections. The Committee shall be comprised of the following individuals:

i. Chair – DUSA Vice President Representation

ii. DUSA President

iii. All Returning Officers

iv. DUSA Head of Operations (Student Experience)

v. DUSA Student Voice and Representation Co-ordinator

vi. DUSA Marketing and Communications Manager

vii. One nominated member of the SRC in order to observe democratic process (ex officio)

5.2 If any member of the Committee is running for re-election to the DUSA Executive Committee, they will be replaced by another sitting member of the Executive Committee or an SRC member if there is no Executive alternative.

5.3 The Committee will be responsible for organising and managing the election process (including: election dates/timetable, publicity, nomination forms and hustings) as well as producing and reviewing Election Guidance and Rules.

6 PROCEDURE FOR NOMINATION OF A CANDIDATE FOR APPOINTMENT, ELECTION OR REFERENDUMS

6.1 Candidates for any election must be fully matriculated students of the University of Dundee and ordinary members of the Students' Association as defined by the Constitution.

6.2 Students standing for non-sabbatical positions (SRC Councillors, School Presidents, Independent Court Member, DUSA Media) must be fully matriculated students of the University of Dundee for the coming academic year in which they will take office.

6.3 Any student standing for a sabbatical position during their course of study (i.e. not due to graduate before they take office) must have express written permission from their School Manager or Academic Advisor to take a leave of absence from their course of study. Postgraduate students must have express written permission from their dissertation supervisor where appropriate;

6.4 International and EU students standing for sabbatical positions on the Executive Committee must prove their eligibility to remain in the UK for the following academic year in which they will take office, otherwise they will not be allowed to stand for election;

6.5 The following individuals shall not be eligible to stand for election:

i. Any person who cannot satisfy the legal requirements of a charity trustee as defined by the Charities and Trustee Investment Act (Scotland) 2005;

ii. Any person deemed unfit to serve by a Basic Disclosure Scotland background check;

iii. The conditions under i) and ii) will be annually reviewed in line with any updates to legislation or guidance on the requirements for those in positions responsibility in charities and students' associations;

iv. Students who are temporarily withdrawn from their studies or temporarily de-matriculated.

6.6 The eligibility of the following individuals to stand for election will be considered by the ELC, whose decision on eligibility to stand in the election is final:

i. Any person who has been found guilty of a breach of the DUSA disciplinary Bye Laws or the University Charter under the procedures defined therein;

ii. Any person having overdue debts to the Students' Association.

6.7 The procedures for eligible students to be nominated for a position shall be:

v. Any Ordinary Member of the Students' Association has the right to propose a candidate for election via the online or physical nomination form;

vi. Candidacy must be seconded by two full and currently matriculated students of the University of Dundee.

6.8 Students considering standing for a position on the Executive Committee must attend a pre-nomination briefing prior to submitting a nomination. If a student cannot attend a briefing, they must make an alternative arrangement with the Vice President Representation or designated replacement.

6.9 The decision of Returning Officers (ROs) in any dispute over the above shall be final.

7 PUBLICITY

7.1 The Election Liaison Committee will review and stipulate on the type and amount of candidate election material on an election-by-election basis and publish in candidate guidance.

7.2 It is the responsibility of candidates to obtain permission from School Managers or other appropriate operational staff to display posters in University buildings.

8 MISCONDUCT

8.1 Allegations of misconduct will be considered by the full Election Liaison Committee. No allegations, which are made after 72 hours following the declaration of results, will be considered. Reference should be made to the Election Guidance document for formal complaints process.

8.2 Any individual who has had allegations of misconduct brought against them will have the opportunity to state their case before the ROs and before they reach their decision. The individual may be accompanied by an impartial member of the DUSA Executive Committee

to act as their advisor should they request it. The SRO and a minimum of one other RO will be represented on this panel.

8.3 Penalties up to and including disqualification may be imposed at the discretion of the ROs.

8.4 Decisions made by the ROs on allegations of misconduct will be final.

9 VOTING

9.1 Voting shall be by a secret electronic ballot among all matriculated University of Dundee students. The electronic ballot will be facilitated via the University of Dundee Virtual Learning Environment or another secure online voting system

9.2 A minimum of two days (48 hours) voting will be provided.

9.3 A single transferable vote system will be used (as defined in Newland and Britton 1973).

9.4 There will be no proxy voting.

9.5 Students will be given the option to re-open nominations.

9.6 Questions relating to the validity or conduct of the Elections must be submitted in writing to the ROs within 72 hours of the results of the Elections being declared.

9.7 The decision of the ROs on matters relating to the Election and vote will be final.

10 ELECTION RESULTS

10.1 Votes will be counted on same day or the next after the close of the voting window, with the supervision of a minimum of one returning officer.

10.2 Successful candidates in an election will be announced and published via the DUSA official webpage and social media channels.

10.3 In the case of a tied vote, the successful candidate will be determined by drawing lots, with the process conducted under the supervision of a minimum of one returning officer.

10.1 **11 HUSTINGS**

11.1 Every candidate standing for an Executive position and the Independent Member of Court must present themselves at the Hustings. Any candidate who fails to comply with the requirements of this clause shall normally be disqualified from Elections unless a suitable reason can be provided and will be determined by the ROs.

11.2 The format of the hustings will be determined on an annual basis by the Vice President Representation in consultation with the Election Liaison Committee. This format will be conveyed to all candidates during the Candidates Briefing.

11.3 Questions of a discriminatory, illegal or inappropriate nature are not permitted. Interpretation of the nature and intent of questions will be left to the Chair of Hustings.

12 MEDIA MANAGERS

12.1 The Media Managers will be appointed on an annual basis by a panel consisting of the Media Guidance Panel, DUSA Marketing and Communications Manager the four current media managers.

12.2 Potential candidates must submit an online nomination form including a CV and Personal statement, plans for the upcoming year and a portfolio of their work.

12.3 The panel will examine each candidate's submissions before an interview process whereby each candidate will be interviewed by the full panel.

12.4 Where a candidate has support of 75% of panel, they will be appointed the next Media Manager.

12.5 When no candidate is deemed sufficiently qualified by panel at interview, nominations will be reopened for another interview until a qualified candidate is found.

12.6 Where it is deemed that there is more than one suitably qualified candidate, or where a 75% majority decision is not reached, an Election will take place, which will run in conjunction with the DUSA Executive Elections or, where this is not deemed possible, a by-election will be held.

12.7 Where an Election takes place there will be no option to re-open nominations.

12.8 Where a current manager seeks to run again, they must step back from the interview panel completely and their deputy will fill their position on the interview panel.

12.9 If it is deemed by the Media Guidance Panel, in conjunction with the Marketing and Communications Manager, that if any Media Manager repeatedly fails to meet their duties and responsibilities to their outlet, or acts in a way deemed to be not in line with DUSA's charitable objective, they may be asked to resign from their post.

12.10 If a Media Manager is planning on running for an Executive position, they must let the VPR and DUSA Marketing and Communications Manager know before they submit their nomination. Once Executive nominations are open, the Media manager wishing to run must

remove themselves from any projects or coverage of the Elections, passing over responsibly to either a deputy or another outlet manager.

12.11 If a regular member of DUSA Media wished to run in any DUSA election, they must make the DUSA Marketing and Communications Manager and their Media Manager aware, and remove themselves from projects or coverage of those elections. It is the responsibility of the DUSA Marketing and Communications Manager and Media Manager to monitor their activity to make sure they are not using DUSA Media resources to their own or others advantage/ disadvantage.

12.12 No member of DUSA media, candidate or regular, are allowed to use any DUSA Media resources to endorse, promote, smear, or provide misleading information about themselves, or another candidate during elections.

12.13 Members of DUSA Media found to be in breach of these rules will be referred to the Election Liaison Committee and could face disqualification as well as review of their pace within DUSA Media.

BYE LAW 4 GENERAL MEETINGS AND REFERENDUMS

1 ANNUAL GENERAL MEETING ("AGM")

1.1 The AGM shall be called by the Vice President Representation and shall normally be held in the second Semester of each academic year.

1.2 A quorum shall be 100 Ordinary Members. If the meeting fails to attain a quorum within 15 minutes the meeting shall proceed with those present. Any motions proposed at an in-quorate AGM can be discussed at the meeting but will go to the Student Representative Council (SRC/Council) as motions for review and decision. The proposer of the motion will be invited to attend the Council if required.

1.3 28 days' notice of an AGM shall be given and posted in the Association buildings as well as on the Association's website.

1.4 An AGM will not be able to set or direct the policy of the Association however will be able to direct the Executive Committee to call a Referendum to set or direct Association policy, repeal standing Association policy or vote of no confidence of a Trustee, as set out below. The AGM is, however, able to propose amendments to the Constitution of the Association subject to the approval by the Board of Trustees and of the Council. Subsequently the amendment will then need to be approved by the University Court and OSCR.

1.5 Conduct of an AGM:

i. The Chair at General Meetings shall be occupied by the President in whose absence the Vice President Academia, in whose absence another Trustee. If no member of the Board of Trustees is in attendance the Chair shall be appointed from among those present.

ii. A written interim annual report shall be presented by a member of the Executive Committee; this will include the latest audited accounts and an interim financial statement.

iii. Motions can be formally moved by one of their signatories, normally the proposer, and can be formally opposed by any ordinary member before being opened to the floor for debate.

iv. The duration and conduct of the meeting shall be the responsibility of the Chair.

1.6 Motions:

i. Any Ordinary Member of the Association may propose a motion to be discussed at the AGM. Such motions must be communicated to the Vice President Representation at least 21 days before the meeting. All motions will be placed on the nominated virtual voting environment for 7 days and must accrue the support of at least 100 ordinary members.

ii. The Association will promote motions proposed for the AGM through its online media.

iii. All motions must comply with the Association's Constitution as well as relevant legislation, including but not limited to the Education Act 1994 and the Charity and Trustee Investment (Scotland) Act 2005 as well as any subsequent legislation.

iv. Proposers are expected to confirm the legal competence of any motions prior to submission (informal advice is available from the Association). Where the informal advice is that the motion is not legally competent, the proposer may ask the Association to seek professional legal advice from its solicitors. The proposer may seek their own separate legal advice if they so wish, however this will not be funded by the Association. In any event, the Board of Trustees retain the right to pass judgement where conflicting legal advice prevails.

v. If the legality of a motion is still unclear then the motion will go ahead for discussion with a caveat inserted by the Board of Trustees that the contents of the motion are pending a legal decision.

vi. Resolutions of the AGM shall be binding on the Board of Trustees provided they do not contravene any other part of the Constitution or relevant legislation, including but not limited to the Education Act 1994 and the Charity and Trustee Investment (Scotland) Act 2005 as well as any subsequent legislation.

vii. A motion cannot be resubmitted to the AGM within 3 years of the last motion unless there is significant evidence to suggest that there needs to be a resubmission of the motion.

1.7 Voting at the AGM:

i. All ordinary members must present their valid University of Dundee matriculation card at entry to the AGM to be eligible to vote. They may be provided access to an electronic platform to vote if required.

ii. Each ordinary member shall have one vote per motion tabled.

iii. Voting will be done by a simple show of hands or through a specified electronic platform. This may be counted by any member or members of the Board of Trustees, including the Chair of the AGM.

iv. A simple majority of votes cast will be sufficient to effect a decision.

2 EXTRAORDINARY GENERAL MEETINGS OF THE ASSOCIATION ("EGM")

2.1 An EGM shall be held by resolution of the Board of Trustees, Students' Representative Council, or by a secure online petition of 125 ordinary members.

2.2 A quorum shall be 100 Ordinary Members. If the meeting fails to attain a quorum within 15 minutes the meeting shall proceed with those present. Any motions proposed at an in-quorate EGM can be discussed at the meeting but will go to the Students' Representative Council as motions for review and decision. Proposer of the motion will be invited to attend the Council if required.

2.3 14 days' notice of an EGM shall be given and posted in the Association buildings.

2.4 An EGM will not be able to set or direct the policy of the Association however will be able to direct the Executive Committee to call a Referendum to set or direct Association policy, repeal standing Association policy or vote of no confidence of a Trustee, as set out below. The EGM is however able to propose amendments to the Constitution of the Association subject to the approval by the Board of Trustees and of the Council. Subsequently the amendment will then need to be approved by the University Court and OSCR.

2.5 Conduct of an EGM:

i. The Chair at General Meetings shall be occupied by the President in whose absence the Vice President Academia, in whose absence another Trustee. If no member of the Board of Trustees is in attendance the Chair shall be appointed from among those present.

ii. Motions can be formally moved by one of their signatories, normally the proposer, and can be formally opposed by any ordinary member before being opened to the floor for debate.

iii. The duration and conduct of the meeting shall be the responsibility of the Chair.

2.6 Motions

i. Any Ordinary Member of the Association may propose a motion to be discussed at the EGM. Such motions must be communicated to the Vice President Representation at least 21 days before the meeting. All motions must accrue the support, through a secure online procedure, of at least 100 ordinary members .

ii. The Association will promote motions proposed for the AGM through its online media.

iii. All motions must comply with the Association's Constitution as well as relevant legislation, including but not limited to the Education Act 1994 and the Charity and Trustee Investment (Scotland) Act 2005 as well as any subsequent legislation.

iv. Proposers are expected to confirm the legal competence of any motions prior to submission (informal advice is available from the Association). Where the informal advice is that the motion is not legally competent, the proposer may ask the Association to seek professional legal advice from its solicitors. The proposer may seek their own separate legal advice if they so wish, however this will not be funded by the Association. In any event, the Board of Trustees retain the right to pass judgement where conflicting legal advice prevails.

v. If the legality of a motion is still unclear then the motion will go ahead for discussion with a caveat inserted by the Board of Trustees that the contents of the motion are pending a legal decision.

vi. Resolutions of the EGM shall be binding on the Board of Trustees provided they do not contravene any other part of the Constitution or relevant legislation, including but not limited to the Education Act 1994 and the Charity and Trustee Investment (Scotland) Act 2005 as well as any subsequent legislation.

2.7 Voting at an EGM:

i. All ordinary members must present their valid University of Dundee matriculation card at entry to the EGM to be eligible to vote.

ii. Each ordinary member shall have one vote per motion tabled.

iii. Voting will be done by a simple show of hands or through a specified electronic platform. This shall be counted by any member or members of the Board of Trustees, including the Chair of the EGM.

iv. A simple majority of votes cast will be sufficient to effect a decision.

3 REFERENDUM

3.1 A Referendum shall be held by resolution of a:

i. General Meeting, in compliance with section 1 and 2 of Bye-Law 4
ii. Students' Representative Council, by a vote of 60% of the Council members in favour of holding a referendum
iii. Board of Trustees, by simple majority of the Board's membership

3.2 Referendums will be overseen by the Election Liaison Committee, as set out in Bye Law 3. Referendums will be run in accordance with published rules and guidance produced by the Election Liaison Committee prior to the beginning of any referendum.

3.3 Referendum voting procedures will be organised by the Election Liaison Committee and in compliance with Bye-Law 3.

3.4 Referendums may be held on matters that pertain to the:

i. Introduction of Association policy

ii. Repealing standing Association policy

iii. Vote of no confidence of a Trustee

iv. Amending the Association's constitution

3.5 No referendum proposal or referendum can contravene any other part of the Constitution or relevant legislation, including but not limited to the Education Act 1994 and the Charity and Trustee Investment (Scotland) Act 2005 as well as any subsequent legislation.

3.6 All referendums will be eligible to run between September of Semester 1 and up to the end of May in Semester 2 of any given academic year. Referendums that fall out with this time period will be run in the next academic year at the earliest opportunity, if the proposals are still considered to be relevant to the priorities of the ordinary membership and the Association.

3.7 The 'calling notice' for the Referendum period shall inform the student body of the date of the referendum, the date, time and location of the Referendum debates, and the date by which any proposed referendum questions must be received. This calling notice will be widely publicised to the student body.

3.8 The Board of Trustees can establish an advisory committee for the purpose of providing advice on the legality, operational considerations, implementation and design of a referendum and referendum question. The committee will also be formed when the Board wishes to amend the quorum of a referendum.

3.9 The advisory committee would be chaired by the Vice President Representation or appropriate Executive member. The committee's membership would include relevant Association Executive Officers, student representatives, and staff and, where appropriate, University staff. The committee can invite onto or consult external expertise in matters which pertain to the legality, cost, impact or other prevalent matters which would be important to formulating best advice and practise.

3.10 A minimum of 10% of the Ordinary Members shall be required to cast votes in the Referendum for the decision to be binding. The Board of Trustees will have the right to amend the quorum of any Referendum motions including but not limited to motions affecting the governance of the Association. Any changes will be communicated to the student body no later than 7 days before the Referendum occurs.

3.11 The Association shall be responsible for communicating the outcomes and subsequent actions relating to referendums.

3.12 A simple majority of votes cast will be sufficient to effect a decision; however the Board of Trustees has the right to amend this on any Referendum motions including but not limited to

motions affecting the governance of the Association. Any changes will be communicated to the student body no later than 7 days before the Referendum occurs.

3.13 The decision of the Referendum shall be binding on the Board of Trustees, Council and the General Meeting provided they do not contravene any other part of the Constitution or relevant legislation, including but not limited to the Education Act 1994 and the Charity and Trustee Investment (Scotland) Act 2005 as well as any subsequent legislation.

3.14 Referendum questions:

i. Referendums will always take the form of a Yes/No question.

ii. The question may be in the form of a short clear question with a Yes/No answer OR may outline information pertaining to the question, followed by a clear Yes/No question.

iii. A referendum question shall date set out by the Election Liaison Committee.

iv. Proposers will inform the Vice President Representation or designated alternative and the advisory committee where one is established, of their proposed question in writing . Where two or more similar questions are submitted for referendum the Vice President Representation, or representative from the advisory committee, will approach each proposer and encourage the production of a combined question.

v. The Vice President Representation or the relevant Executive Committee Member, with the aid of the advisory committee where one is established, shall check submitted questions to ensure that they are consistent with the responsibilities of the Association and do not violate the law or otherwise require action which would be unlawful and/or bring the Association into disrepute. They shall reserve the right to refer any questions to the Board of Trustees where this is appropriate.

3.15 Referendum debate:

i. The referendum vote may only take place after a referendum debate has been organised.

ii. The Referendum debate will be run in compliance with Bye-Law 3.

3.16 Referendum campaigning:

i. The referendum campaigning rules and procedures will be produced and communicated by the Election Liaison Committee to official campaign teams. Students shall be invited to

volunteer to lead an “Against” Campaign, prior to the Campaigning period beginning. Only two campaigns for each referendum shall be funded.

ii. A representative of each campaign shall attend any official briefings held, and shall be in contact with the Vice President Representation, or the relevant Executive Committee Member, throughout the campaigning period. Failing to attend any briefings will result in the campaign deemed to have withdrawn and no further funding will be given to that campaign.

iii. The Association, where it is able to, will produce and publish neutral and factual information sets to inform debate.

BYE LAW 5 SOCIETIES

1 GENERAL

1.1 For the purposes of this bye law, any Society, Association or group of students which is, or which seeks to become affiliated to Dundee University Students' Association (hereinafter referred to as 'the Association') will be referred to as a 'Society'.

2 RECOGNITION

2.1 The Association may recognise Societies:

i. which do not conflict with the purposes, objectives, aims or values of the Association; and
ii. which adopt a constitution in accordance with Article 9 below; and
iii. which carry out the procedures of affiliation in accordance with Article 5 below; and
iv. with elected committee members who are fully matriculated current University of Dundee students.

3 MEMBERSHIP

3.1 Full membership of this Society shall be opened to any matriculated student of the University of Dundee who supports the aims stated in the constitution.

3.2 Associate membership shall be opened to

i. current University of Dundee staff
ii. current DUSA Staff
iii. students of another University
iv. University of Dundee Alumni

3.3 Extraordinary membership shall be opened to members of the general public (if permitted by the Society committee).

3.4 All societies shall charge a minimum membership fee of £2

3.5 All full members have the right to:

i. attend all meetings, gatherings or events, upon payment of any appropriate fees.
ii. vote for such officers as are put up for election.
iii. to vote on all questions or policy within the Society.

4 CONDUCT

4.1 All Society Members are expected to abide by DUSA's Code of Conduct.

4.2 All societies and their members will be subject to the disciplinary rules of the Association, found in Bye-Law 6.

4.3 The Vice President of Student Activities or another member of the Executive has the right to suspend an Officer from a society committee should they found to be in breach of the values set out in DUSA's Code of Conduct.

4.4 The Society Wellbeing Officer should be informed of any concerns within the society.

5 AFFILIATION

5.1 Any Society seeking affiliation with the Association shall apply to the DUSA Societies team by providing a set of aims and objectives to ensure there is no conflict with existing societies.

5.1.1 Should there be a potential clash of aims or objectives with a current affiliated Society, the Societies team will discuss the potential conflict with them first.

5.2 The Society must adopt a constitution in adherence to Schedule 1, which will be presented at the Societies' Council for approval.

5.3 The Society must provide the signatures of 20 full members of the Association who endorse the affiliation of the Society, which will be presented at the Societies' Council for approval.

5.4 The Society must provide detailed minutes of an Annual General Meeting (hereafter 'AGM') at which they appoint a President, a Vice-President, a Secretary, a Treasurer, and a Wellbeing Officer, which will be presented at the Societies' Council for approval.

5.5 The minutes shall contain:

i. the date, time and location of the AGM,

ii. the number of attendees,

iii. the name of all candidates and their intended roles,

iv. the votes both for and against each candidate,

v. the results for each position and;

vi. the "xxxxxx"@dundee.ac.uk email address and matriculation number of all of the newly elected Society committee members.

5.6 A committee member of the Society must attend a meeting of the Societies' Council at which they will request affiliation with the Association.

5.7 Affiliation to the Association shall be granted by a majority vote at a meeting of the Societies' Council.

5.7.1 If the Societies' Council does not vote in favour of affiliation with the Society, the Society representative may ask the Vice-President of Student Activities to present the case at the Student Representative Council. The Vice-President of Student Activities shall issue a reply, either verbally or in writing, to the Society representative within 7 days of the Student Representative Council meeting.

5.8 An affiliated Society shall be affiliated with the Association from the academic year in which it attained affiliation and shall remain so for as long as it fulfils the requirements of the constitution.

5.9 An affiliated Society shall be a full member of Societies' Council and will be required to send one representative to all meetings of the Council.

5.9.1 Failing to attend or send apologies to three consecutive Societies' Council meetings will result in the Society being disaffiliated and not being eligible for any benefits of affiliation to the Association.

6 DISAFFILIATION

6.1 A Society's affiliation with the Association may be rejected, suspended, or withdrawn by the Societies' Council or Student Representative Council. In extreme circumstances requiring an immediate decision which cannot wait until a scheduled Council meeting, the Executive committee of DUSA may suspend affiliation of a Society through a unanimous decision.

6.2 The Societies' Council or Student Representative Council may reject an application for affiliation, suspend or withdraw the Association's affiliation with a Society by a majority vote.

6.3 The Societies team may temporarily suspend any Society for a specified period pending a vote at the Societies' Council.

6.4 The Societies team, any member of Societies Council or any member of the Student Representative Council shall be empowered to suggest the suspension or withdrawal of affiliation with any Society.

6.5 The Societies team may disaffiliate any Society that has failed to attend and send the requisite apologies for the Societies Council

6.6 A society can appeal against disaffiliation by writing to the CEO within 21 days, outlining the reasons for their appeal. This appeal will be heard at the earliest convenience and a written outcome will be sent within 6 weeks.

7 COMMITTEE MEMBERS

7.1 The full members only shall elect a society committee which shall include: a President, a Vice President, a Secretary, a Treasurer and a Wellbeing Officer; other members may be appointed at the discretion of the society's AGM.

7.2 The President will normally preside at all the meetings of the society and shall have a deliberative vote as well as a casting vote in the case of a tie.

7.3 The Vice President will cover for the President when they are not available.

7.4 The Secretary shall deal with the correspondence of the society, the calling of meetings and the keeping of minutes of meetings.

7.5 The Treasurer shall be responsible for the society finances.

7.6 The Wellbeing Officer will be the initial point of contact for any safeguarding concerns or complaints within the society.

8 REMOVAL OF COMMITTEE MEMBERS

8.1 The DUSA Societies team will be contacted regarding any concerns about a committee member's conduct within the role.

8.2 If a request is made for a committee member to be removed from their position, a member of the DUSA Societies team will meet with the committee member in question.

8.2.1 This meeting will be documented by DUSA;

8.2.2. Any available evidence must be presented to DUSA to support the claims against the committee member during this meeting.

8.3 The DUSA Societies team member will meet with the committee member in question and:

8.3.1 Explain the issues raised and listen to their account of events;

8.3.2. Review any counter evidence, if available.

8.4 The Societies team will decide on the appropriateness of the member to retain their committee role.

8.5 If it is deemed appropriate to remove the committee member from their position:

8.5.1 The relevant individuals will be made aware of the outcome of these meetings via email,

8.5.2 The rationale for removal of the committee member should not be discussed out with the committee,

8.5.3 The committee must then hold an Emergency General Meeting (EGM) to elect a new member to this position,

8.5.4 All EGM's must have a minimum of 7 days' notice given by advertising in a conspicuous manner to members,

8.5.5 A 10% turn out of Society members is required for the meeting to be quorate,

8.5.6 The removed member cannot run for re-election without prior written approval from the Societies team.

8.6 A member of the DUSA Societies team should be invited to attend this EGM.

8.7 If it is deemed appropriate for the committee member to remain on the Society committee, no further action will be taken.

9 SOCIETY CONSTITUITION

9.1 All Societies shall adopt the draft constitution in Schedule 1

9.2 Items shown in red are essential and should always be included.

9.3 Any changes to the Society constitution must be approved by the Societies team, followed by approval at an AGM for changes to take effect.

10 SOCIETY FINANCES

10.1 The Treasurer of the Society shall be responsible for the financial matters of the Society

10.2 All affiliated Societies should use banking facilities provided by the DUSA Finance team

10.2.1 External banking is only permitted with prior approval from the Societies team

10.3 The Treasurer shall be responsible for keeping detailed records of all financial transactions of the society

10.3.1 These records will be presented at the Society's Annual General Meeting.

10.4 The Society committee shall take necessary steps to see that a full handover is provided for incoming committee members. The Treasurer shall ensure a thorough financial handover has taken place prior to the end of their term of office, including the following actions:

i. new Society Officers are added to the Society's bank account as signatories,

ii. the Society's full financial documentation is handed to the incoming Treasurer,

iii. all petty cash is placed into the Society bank account no later than the 30 June each year,

iv. should no Treasurer be elected, all accounts shall be handed over to the Societies team until such time as a Treasurer is appointed.

10.5 The Treasurer shall be responsible for assembling the final pack of financial documentation to be submitted to the DUSA Societies team for continued affiliation.

10.6 The individual members of the Society shall be liable for any deficit incurred by the Society. The Association assumes no liability for any deficit incurred by Societies.

10.7 Any funds of the Society that are provided by the Association are to be returned to the Association should the Society cease to be recognised by the Association; and provides for the funds of the Society to revert to the Association should the Society cease to exist and the accounts remain dormant for longer than a 2 academic years. Such funds will be returned to the Association's Societies' Grant Fund for further distribution.

11 SOCIETIES COUNCIL

11.1 A Societies Council shall exist to:

i. Provide a forum for communication between affiliated Societies,

ii. Vote to affiliate new Societies,

iii. To contribute towards the continued growth and development of societies within DUSA,

iv. To resolve issues or give opinions on matters brought to it by either the Vice-President of Student Activities, a recognised Society or as deferred by the Student Representative Council.

11.2 The Societies Council shall be composed of a Society committee member (normally the President) of each affiliated Society and the Vice-President of Student Activities. It is expected that a minimum of one Representative will attend. If no committee Member can attend, then apologies must be sent to the Societies team in advance of the meeting.

11.3 Each representative may represent more than one Society at any meeting of Societies Council, should they be the designated representative for more than one Society.

11.4 Each Society shall have one vote at Societies Council.

11.5 Meetings of Societies Council shall meet a minimum once per month during semester-time.

11.6 Meetings shall be called by the Societies team, usually on the last Wednesday of every month during the academic year.

11.7 The quorum for meetings shall be 20% of all affiliated Societies.

i. If the quorum is not achieved the meeting shall be rescheduled to occur within 14 days,

ii. If the meeting is not quorate then those in attendance may choose whether they wish to proceed and discuss matters not requiring a vote. This is for informational purposes only and no binding decisions can be made in this instance.

11.8 A minimum of five Societies representatives shall be nominated to sit on Societies Funding Council. If more than the minimum number representatives are nominated, a vote shall take place. The candidates with the most votes shall be appointed Societies representatives on Societies Funding Council.

11.9 The Societies Funding Council shall be nominated at the first meeting of Societies Council in each academic year.

12 SOCIETIES FUNDING PANEL

12.1 A Societies Funding Panel shall exist to award funds to Societies.

12.1.1 The budgeted amount available to the Societies Funding Panel shall be announced at the Societies Council at which the Societies Funding Panel is elected.

12.2 The Societies Funding Panel shall comprise of:

i. Vice-President of Student Activities – Chair – no voting powers,

ii. Business Administrator: Societies – Vice-Chair - no voting powers,

iii. A member of the Student Funding Unit – no voting powers,

iv. A member of the DUSA Executive that sits on the Finance Sub-committee (not the President) – no voting powers,

v. Five Society Representatives elected by the Societies' Council – full voting and decision-making capability.

12.3 Notice of the Societies' Funding Panel meetings shall be given to all Societies at least 14 days in advance.

12.4 A meeting of Societies' Funding Panel shall not occur until a meeting of Societies Council has been convened.

12.5 Funds shall only be awarded by the Societies' Funding Panel if:

i. The Society submits a valid application as per article 12.7,

ii. The Society is affiliated as per article 5 and;

iii. The Societies' Funding Council is satisfied that funds should be awarded.

12.6 Applications shall be submitted to the Societies team no later than 5 days before the scheduled meeting of the Funding Panel.

12.7 An application for funding shall contain the following information:

i. The name of the Society,

ii. The names of the President and Treasurer,

iii. Contact details of the President and Treasurer – 'xxxxxx'@dundee.ac.uk email's only,

iv. A brief description and explanation of the Society's activities in the last 12 months,

v. A copy of the Society's Treasurers Spreadsheet,

vi. The amount of funds requested,

vii. A brief budget for the planned activity, indicating how the awarded funds will be spent and when.

12.8 Funds will not be awarded if it is believed that they will be used for purposes, objectives or aims which are in conflict with those of the Association and its values, or for personal gain.

12.9 Funds will not be awarded for speculative applications.

12.10 The Societies Funding Panel has the authority to award a lesser sum than is requested

12.11 The decision of the Societies' Funding Panel shall be final.

12.12 Societies who request and are granted funding should provide evidence that these funds were used for the appropriate means as stated in their application.

13 AFFILIATIONS WITH EXTERNAL ORGANISATIONS

13.1 Any Society may affiliate to an outside organisation(s), providing the affiliation is:

13.1.1 approved by two-thirds of the voting members at a Society meeting;

13.1.2 Approved by the DUSA Societies team.

13.2 No affiliate organisation will be allowed to compromise the student leadership of the Society.

13.3 Affiliate organisations must be consistent with the values of DUSA

14 SOCIETIES FALLING INACTIVE

14.1 A Society is to be referred to as having fallen inactive if they fail to meet the deadlines or criteria set out in article 5.

14.2 All inactive Societies are to be adequately advertised on the DUSA Societies Webpage to allow for effective re-starts by the Student Body.

14.3 An inactive Society may be restarted by a University of Dundee Student contacting the Societies team who will advise them to provide a constitution and the relevant minutes of their Annual General Meeting.

14.4 This restart of a Society purposely omits the need for signatures and Societies Council approval as it is a currently affiliated Society, albeit inactive.

15 AMENDMENT

15.1 This Bye Law may be amended by a majority vote at the Societies' Council and approval by the Association's Board of Trustees and the Student Representative Council.

16 INTERPRETATION

16.1 Interpretation of this Bye Law shall be provided by the Societies team.

Bye Law 5, Schedule 1

DRAFT CONSTITUTION

Items shown in red are essential and should always be included:

1. GENERAL

1.1 The Society constituted by these laws shall be called the _____ Society, hereinafter referred to as the "Society".

1.2 The Society shall be affiliated to the University of Dundee Students' Association.

1.3 The aims and objectives of the Society shall be:

i. To……

ii. To……

1.4. The Society will be governed by Bye Law 5 and adhere to all articles contained within.

2. MEMBERSHIP

2.1 Full membership of this Society shall be opened to any matriculated student of the University of Dundee who supports the aims stated in the constitution.

2.2 Associate membership shall be opened to:

i. Current University of Dundee staff;

ii. Current DUSA Staff;

iii. Students of another University; University of Dundee Alumni.

2.3 Extraordinary membership shall be opened members of the general public (if permitted by the Society committee).

2.4 All full members have the right to:

1. Attend all meetings, gatherings or events upon payment of any appropriate fees;
2. Vote in Society Elections;
3. Vote on all questions or policy within the Society.

3. COMMITTEE MEMBERS

3.1 The full members only shall elect a society committee which shall include: a President, a Vice President, a Secretary, a Treasurer and a Wellbeing Officer; other members may be appointed at the discretion of the society's AGM.

3.2 The President will normally preside at all the meetings of the society and shall have a casting vote.

3.3 The Vice President will cover for the President when they are not available.

3.4 The Secretary shall deal with the correspondence of the society, the calling of meetings and the keeping of minutes of meetings.

3.5 The Treasurer shall be responsible for the society finances

3.6 The Wellbeing Officer will be the initial point of contact for any safeguarding concerns or complaints within the society.

3.7 If concerns are raised about a committee members suitability for the role, the society will follow article 8 of Bye Law 5.

4. ELECTIONS

4.1 Elections will be held at an Annual General Meeting (AGM) specially called for this purpose.

4.2 Voting will normally be by a show of hands unless a motion for secret ballot is passed by a simple majority of those present and voting. Any office falling vacant during the year shall be filled by majority vote at an Extraordinary General Meeting (EGM).

5. MEETINGS

5.1 10% of members shall form a quorum at Society meetings.

5.2 If total Society membership is over 300, **and** the Society committee deem that 10% quorum is not reasonably attainable, either the VPSA or Societies Officer must be present at the Society meeting to ensure proceedings are otherwise in line with the Bye Law.

5.3 Quorum for these meetings will be determined on a case-by-case basis, at the discretion of the VPSA/Societies Officer in attendance. For the meeting to be quorate, the following baseline conditions must be met:

5.3.1. At least 80% of Committee members must be in attendance.

5.3.2. At least ten (10) ordinary members of the society must be present, and their views must be actively canvassed and considered.

5.3.3. The VPSA/Societies Officer must only exercise their discretion in line with the expressed views of members present. This should be documented in full by the minute-taker.

5.4 50% shall form a quorum at Society committee meetings.

5.5 Both AGMs and EGMs must have seven days' notice given by advertising in a conspicuous manner to all society members, and any non-members who may wish to become part of the Society committee.

5.6 The yearly report by the President and Treasurer shall be read at the AGM.

5.7 Other meetings may be called by the Society committee at their discretion, which itself must meet at least once a semester.

6. AMENDMENTS TO CONSTITUTION AND STANDING ORDERS

6.1 The Society may draw up standing orders as deemed necessary for the proper conduct of its affairs.

6.2 Standing orders shall be amended by a two thirds majority of those members present and voting at a quorate meeting.

6.3 Any clause in this constitution shall be amended at any quorate meeting, provided:

i. 7 days' notice of the amendment has been given.
ii. Two thirds of those present are voting in favour.
iii. It is not against the constitution and Bye Laws of the Students' Association.
iv. It receives prior approval from the Societies team.

7. FINANCE

7.1 The Treasurer will be responsible for the financial matters of the Society and see that claims against it are duly met.

7.2 The individual members of the Society shall be liable for any deficit incurred by the Society. The Association assumes no liability for any deficit incurred by Societies.

7.3 An accurate account for the finances of the Society will be given to the Students' Association on request.

7.4 The Society will charge its members an annual subscription as agreed upon

7.5 No member of a Society or its committee may benefit financially from their involvement in the Society unless for reimbursement of prior expenses agreed upon by the Society.

7.6 A Society cannot be used as a business for profit.

7.7 The Society will follow all terms set out in Bye Law 5 relating to society finances.

8. CONDUCT

8.1 All Society members are expected to abide by DUSA's Code of Conduct

8.2 All societies and their members will be subject to the disciplinary rules of the Association, found in Bye-Law 6

8.3 The Vice President of Student Activities or another member of the Executive has the right to remove an officer from a society committee should they found to be in breach of these values

8.4 The Society Wellbeing Officer should be informed of any concerns within the society

BYE LAW 6 CODE OF DISCIPLINE

1. GENERAL ETHOS

1.1 The purpose of this Bye Law is to provide a framework for the disciplinary processes within the Association.

1.2 The Disciplinary Procedure will only be enacted if it is not possible or appropriate to resolve the issue informally. Informal resolution will always be the preferred means.

1.3 This Bye Law exists to protect members and their guests, and to ensure that they can enjoy all the facilities and services of the Association.

1.4 All members and guests of the Association are subject to this Bye Law whilst on association premises and/or engaged in any activity under the auspices of the Association.

1.5 The implementation of this Bye Law is detailed in the Association's Disciplinary Procedure, along with the standards of behaviours expected.

1.6 The Association will, at all times, aim to process disciplinary matters with sensitivity, fairness, and consistency of treatment; in confidence; and without prejudice or undue delay.

1.7 While a safe environment for all members is the ultimate goal of disciplinary procedures, particular consideration should be given to the effect of any alleged incident on members of staff. As the Association is their place of work, they must be guaranteed a safe and comfortable working environment – both in principle and by law. Therefore, in general, the incidents against members of staff should be treated as being of a greater severity than those against members - particularly in the event of threats or violence used against them.

1.8 As per the Disciplinary Procedure, in deciding whether a member is in breach of Association bye laws and/or policy, the case will be judged on the 'balance of probabilities.'

1.9 No officer or member of staff should participate in a disciplinary decision where they have a personal interest, nor any other conflict of interests, and should excuse themselves accordingly.

1.10 It is of particular consideration that DUSA is a Charity, operating for its members and staff, as well as for those allegedly in breach of policy. As such, it is important to carefully consider the effect of the use of bans and monetary fines before they are issued. Respect must be given to the social environment of the Association, the wellbeing of the affected member and/or guest, as well as the Association's existence as a commercial entity.

2 JURISDICTION

2.1 The Association shall have jurisdiction over Members, their guests, and non-Members (the term "guest" including non-Members hereinafter) on premises within its control or at any function held under its auspices. A Member will be personally liable for the conduct of any guest introduced by the Member into such premises or function. They are therefore liable for any charges, damages, or fines incurred by those guests.

~~3 MISCELLANEOUS~~

3.1 Any member of the Association's Staff who allegedly breaches the code of conduct and/or policies would follow the staff disciplinary procedures, in the first instance, and may subsequently be disciplined under this Bye Law if deemed to be appropriate by the Associations Trustees.

~~3.2 A charge will automatically be invalid if the member has not been informed of a date for a disciplinary hearing within 56 working days after the charge has been lodged.~~

~~3.3 The responsibility for all correspondence between the Committee and Members lies with the Business Support Team. The Vice President Representation will update the SRC at every meeting to highlight all upcoming dates and any developments in the disciplinary procedure.~~

4 DISCIPLINARY FINES

3.17 Upon all instances of finding an individual in breach of bye-laws and/or Association policy, even where further punishment has been waived, the Member/guest will be charged ~~a £10 administration fee toward administration costs. This £10 administration fee has not been included in the recommendations below and is therefore an additional charge to whatever amount is fined.~~

4.1 Where the Member/guest has been found guilty of maliciously causing damages to the premises, fixtures or fittings of the Association, or any property owned by, hired to, or loaned to the Association – the member/guest will be held liable for the total cost of repairs, regardless of the amount. The panel may take into consideration financial hardship, or any other circumstances they deem relevant, but should take up the position of total recovery as the starting point in their deliberations.

4.2 ~~In the event of accidental damage, the panel may issue a disciplinary fine of no more than £100~~

4.3 ~~The individual will be given a receipt upon payment of any fine, including the payment of the £10 administration fee. The payment of that fee will be noted in the Association's "Ban Book," which may be made in reasonable instalments at the discretion of the Customer Safety Supervisor on duty.~~ Members will not be allowed access to the Association premises while any disciplinary fine is outstanding, irrespective of whether the ban period has expired.

4.4 ~~Any takings from Disciplinary fines, excluding administration fees and recovery costs for damaged property, will be allocated to the DUSA Student Wellbeing budget.~~

~~5 DISCIPLINARY BANS~~

5.1 ~~The committee~~ may ban the member from the Association premises for any period they consider appropriate, ~~up to and including, a life ban~~. Normally this will apply to all Association premises, but ~~the Panel may~~ in exceptional cases vary this to apply only to specific premises or specific times. In deciding the length of the ban, ~~the Committee should have regard to the nature of the incident,~~ the member's past disciplinary record, the principles listed in **Section I** of this document, and any other factors deemed relevant.

5.2 ~~Individuals are banned from the premises from the date of the incident up until their Disciplinary hearing. This time should be considered when calculating the length of any further bans imposed.~~

~~6 DISCIPLINARY PANEL RECOMMENDATIONS~~

6.1 ~~After due consideration of the evidence presented, the Disciplinary Panel shall determine whether the member is, in their view, in breach of the Bye Laws and/or policies of the Association.~~

6.2 ~~If they believe that the member has no case to answer, the case will be dismissed, all temporary disciplinary measures shall be removed immediately, and records of the case shall not be admissible in any future disciplinary case. Where the member/guest has been found to be in breach, the panel is to refer to the Disciplinary Guidelines for indicators of an appropriate outcome.~~

6.3 The intention of this bye-law is ~~to reprimand the individual~~ only to the extent that the incident's behaviour is curtailed and is regarded as being taken seriously by student community in general – as to deter both future recurrences, as well as acting as deterrent toward the student body at large.

~~6.4 The current recommendations are compiled from a survey of the disciplinary procedures of 40+ Universities/Student Unions across the United Kingdom (and Canada) and are to be updated.~~

BYE LAW 7 GENERAL BYE LAWS

1 RESPONSIBILITY

1.1 The Association will not be responsible for any articles belonging to members or their guests and left by them in the Association building.

2 BETTING AND GAMBLING

2.1 Gambling, other than on games machines provided by the Association and in the form of games of skill that have been approved in advance by the President or the Chief Executive Officer, and betting is prohibited in any part of the Association building. Members doing so will be charged under the Disciplinary Bye Laws.

3 ASSOCIATE MEMBERSHIP

3.1 **Life Members**

Persons, who have studied for at least two years in the University or graduated from the University of Dundee, shall be considered as Life Members of the Association.

3.2 **Honorary Members**

The following shall be eligible for Honorary Membership:

i. members of the University Court;

ii. academic staff of the University;

iii. non-academic staff in the permanent employment of the University;

iv. staff of the Association who are not eligible for any other category of membership;

v. Other members of the public deemed by the Executive Committee to have made an extraordinary contribution to the Association.

3.3 **Extraordinary Members**

Extraordinary Membership shall be granted at the discretion of the SRC.

3.4 **Reciprocal Members**

Reciprocal members shall be ordinary and life members of other University, and College Associations and Unions where a reciprocal agreement has been signed. Such agreements shall be concluded by the Executive Committee.

3.5 **Public Members**

Members of the public shall be permitted onto the premises during events and times that the Association is open to the public.

3.6 **Guests**

All classes of membership, other than public members, can sign in guests, the number of which is decided by the Executive Committee.

3.7 Life members, honorary members, extraordinary members, reciprocal members and public members shall have no voting rights. No Associate classes of membership have the right to vote.

BYE LAW 8 COMPLAINTS PROCEDURE

1 DUSA COMPLAINTS PROCEDURE

1.1 Dundee University Students' Association (DUSA)endeavours to offer all our members, employees and other stakeholders an excellent service and the highest levels of respect. If a person is dissatisfied with dealing with DUSA, they shall log a complaint. DUSA commits to working hard to address the issue swiftly and fairly.

1.2 In the first instance, it is encouraged to try and resolve the problem informally by speaking to the person(s) concerned. Where this is not possible a formal complaint can be made. Any formal complaint must be made in writing using the online complaints form located on the DUSA website -

1.3 Complaints made by Members of the Students' Association and any external individuals or organisations.

i. In the first instance DUSA encourages any individual with a concern to get in touch informally to see whether simple steps can be taken to address the concern.

ii. If an individual wishes to register their grievance formally, they can do so in writing. A complaints form can be found **at www.dusa.co.uk.**

1.4 Complaints by DUSA staff

i. A written complaint should be made to the relevant Head of Department. Should the complaint involve the Head of Department, then an email to the Human Resources department should be sent.

2 COMPLAINTS ACTION AND EVALUATION – FORMAL COMPLAINTS

2.1 At **stage 1** the complaint handler will:

i. Formally acknowledge receipt of the complaint within five working days.

ii. Redirect the complaint to the relevant Head of Department:

(a) **Hospitality and Events – Head of Operations (Hospitality and Events)**

(b) **Retail and Facilities – Head of Operations (Student Experience)**

(c) **Pastoral - President**

(d) **Elections - Vice President Representation**

(e) **Student Representative Council - Vice President Representation**

(f) Societies - Vice President Student Activities

iii. The complaint will then be investigated in full with a written response being provided within twenty working days. This response shall detail any action taken.

iv. If the complainer is unhappy with the result of the complaint, the complainer has 20 days from the date of the Association's response to request a review of the issue, providing reasons for their dissatisfaction. On receipt of this request, the DUSA Complaints Panel will be notified.

2.2 At **stage 2** the Complaints Panel will investigate the issue:

i. The Complaints Panel will comprise of:

(a) Chief Executive Officer (or their nominee)

(b) President (or their nominee)

(c) The Chair of the Board of Trustees

ii. DUSA will aim to arrange a Panel hearing no later than twenty working days after the complaint is referred. If it is not possible to adhere to this time scale the complainer will be informed as the earliest possibility.

iii. The Panel's decision will be made in writing and will be final.

iv. ~~The Panel is responsible for reviewing the Associations complaints procedure on an annual basis.~~

2.3 Further recourse of action

i. If a complainer is not happy with the way in which the complaint has been handled, it is the complainers right to contact the Scottish Charity Regulator (OSCR).