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**UNIVERSITY OF SUFFOLK STUDENTS’ UNION (SU)**

**Trustee Board Bye-Law**

**30.04.2018**

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| **Type of Document** | **Title of Document** |
| Bye-Law | Trustee Board Bye-Law |
| Recommendation | To Approve the following Bye-Law |
| Approval Bodies and Date Passed | 10th of May Trustee Board 2018 |
| Proposing Member | Student Engagement Manager |
| Staff Responsible for Review | Student Engagement Manager |
| Committee Responsible for Review | Trustee Board |
| Review Date | 30.05.2021 |

**Students’ Union Cover Page Explanation**

The Students’ Union is a democratic organisation set up to represent and support students at the University of Suffolk. As such we are required to clearly outline our decision making and approval process at every level.

**Articles of Association**

The Articles of Association is the rule book of the Students’ Union, it sets out the constitution and the letter of the law for the organisation. Changing or adapting the Articles would be very unusual and would require approval from all SU democratic and corporate structures in addition to University Board approval

**Bye-Laws**

Bye-Laws govern the SU at the top level, for example setting out our elections processes and our democratic processes. Bye laws must be passed by Annual General Meeting (All Students) and the Trustee Board.

**SU Policy**

SU Policy or SU Policies are documents that are originally motions submitted by members of Student Council. They are written and drafted by Officers with support by SU Staff. SU Policy must be approved by the Student Officer Committee to become Live Policy. Once implemented the policy is live for three years, lapsing after the third year AGM.

**SU Operating Plans**

SU Operating Plans are internal documents that ensure staff are able to carry out policy or Bye Laws. These documents will be used day-to-day. SU Staff propose these documents to the corporate governance structures; Trustee Board, Management Committee or sub-committees. As an example, following the approval of an Elections Bye-Law, SU staff would draft an Operating Plan on the implementation of Course Rep elections.

**SU Strategies**

SU Strategies are documents that look to the future development of the organisation. These documents inform operating plans and reviews. SU Strategies will include key measurements to measure impact and performance. These documents set the direction of the Service or the Organisation for a length of time, usually 3-5 years.

**Reviews**

Reviews ensure compliance, inform decision making and help us to solve problems in service delivery. Reviews investigate a particular area within the SU or University and make recommendations to the group, which commissioned the review to take place. The recommendations may go to our corporate governance structure depending on the level and outcome.

**Initial Scoping Document**

An initial Scoping Document or Scoping Document looks at a proposed project or workload. Scoping documents look at the feasibility of a proposed project, if there is budget to achieve it and whether it is possible or desirable to implement.

**TRUSTEE BOARD**

## Purpose

1. The Board of Trustees shall be responsible for the management and administration of the SU.

## Key responsibilities

* 1. Ensuring the SU has a clear vision, mission and strategic direction and is focused on achieving these.
  2. Being responsible for the performance of the SU and for its behaviour.
  3. Ensuring the SU complies with all legal and regulatory requirements.
  4. Acting as guardians of SU assets, both tangible and intangible, taking due care over their security, deployment and proper application.
  5. Ensuring that the SU’s governance is of the highest possible standard.

## Duties of the Board of Trustees

* 1. To work in partnership with the Chief Executive and other senior staff to ensure that the SU has a clear vision, mission and strategic direction and is focused on achieving these.
  2. To ensure that the Chief Executive’s annual and longer term objectives and targets support the achievement of the vision, mission and strategic priorities.
  3. To review the external environment for changes that might affect the SU.
  4. To re-assess the need for the SU and the services it does or could provide and review regularly its strategic plan and priorities.
  5. To be ultimately responsible for the conduct, decisions and the performance of the SU.
  6. To agree the method for measuring objectively the progress of the SU in relation to its vision, mission strategic objectives/priorities, plans and annual targets and to regularly receive reports on the performance of the Union.
  7. To assist in appointing the Chief Executive and setting their terms and conditions and to ensure that both the individual themselves and the SU as a whole invest in their ongoing professional development.
  8. To receive regular reports from the Chief Executive on progress towards agreed strategic priorities.
  9. To hold the Chief Executive to account for the management and administration of the SU.
  10. To ensure that the Chief Executive receives regular, constructive feedback on his/her performance in managing the SU and in meeting their annual and longer term targets and objectives.
  11. To ensure that there are mechanisms for students, employees, volunteers and other individuals, groups or organisations to bring to the Trustee Board’s attention any activity that threatens the probity of the SU.
  12. Ensuring that the SU complies with all legal and regulatory requirements.
  13. To maintain familiarity with the rules and documents that govern the SU to ensure that it complies with its governing instruments and to review these regularly.
  14. To agree the levels of delegated authority to ensure that these are recorded in writing by means of minutes, terms of reference for Board committees and sub-committees, job descriptions for Trustees, key staff, volunteers etc and to ensure that there are clear reporting procedures which are also recorded in writing and complied with.
  15. To ensure that the major risks to which the SU is exposed are reviewed annually and that systems have been established to mitigate or minimise these risks.
  16. To ensure that the income and property of the SU is applied for the purposes set out in the governing document and for no other purpose and with complete fairness between persons who are properly qualified to benefit.
  17. To exercise effective overall control of the SU’s financial affairs and to ensure that the way in which the Union is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.
  18. Ensuring that the SU governance is of the highest possible standard.
  19. To reflect annually on their own performance as a Trustee Board.
  20. To ensure that as a Trustee Board they have the skills required to govern the Union well and has access to relevant external professional advice and expertise.
  21. To ensure that there is a systematic, open and fair procedure for the election or recruitment of trustees.
  22. To participate in the development and training of new Trustees.
  23. To abide by the code of conduct for Trustees.
  24. To ensure that major decisions and Board policies are made together collectively.

## Membership

* 1. 2 x Student Sabbatical Trustees (elected)
  2. 2 x Student Trustees (Appointed)
  3. 4 x External Trustees (Appointed)
  4. University’s nominated contact for the Students’ Union (non-voting / In attendance)
  5. Senior staff of the SU as required (non-voting / In attendance)
  6. Student Trustees must declare their membership of any Elected Positions, committee positons or employment with the SU in the annual record of Conflicts of Interest.

## Quorum

1.36 Quoracy for the Trustee Board Meetings is four Trustees and must include two Student trustees, at least one of whom must be a Full Time Sabbatical Trustee