



UNIVERSITY OF SUFFOLK STUDENTS' UNION (SU)

Members' Code of Conduct Bye-Law

03.01.2019

Type of Document	Title of Document
Bye-Law	Members' Code of Conduct Bye-Law
Recommendation	To Approve the following Bye-Law
Approval Bodies and Date Passed	University of Suffolk Students' Union Trustee Board February 2019
Proposing Member	Student Engagement Manager
Staff Responsible for Review	Student Engagement Manager
Committee Responsible for Review	Trustee Board
Review Date	February 2022

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.

Bye Law: Members' Code of Conduct

1. Background

1.1 Our members are expected to act as ambassadors for the Students' Union and University whilst they are studying at the University of Suffolk. Our expectation is that members uphold this at all times whilst they are registered students.

2. Conduct

2.1 It is an expectation that all members maintain high standards of behaviour as set out within the Student Charter¹ and University General Regulations², which are accessible via the University website.

3. Disciplinary

3.1 Behaving in a manner which breaches the responsibilities as laid out within the Student Charter and University General Regulations will result in disciplinary procedures being commenced in line with the Disciplinary Procedures Bye Law.

¹ <https://www.uos.ac.uk/content/student-charter> University of Suffolk Student Charter

² <https://www.uos.ac.uk/content/general-regulations-students>. University of Suffolk General Regulations for Students