Wrexham Students' Union Bye Laws

Bye-Law 1

1. POWERS TO AMEND THE ARTICLES AND BYE-LAWS

1.1. Amendment powers of the Bye-Laws under Article 47 of the Articles provides that the Trustees and Student Council may jointly make, repeal or amend Bye-Laws as to the management of the Union and its working practices from time to time, provided that the ByeLaws are not inconsistent with the Articles.

1.2. Amendment powers of the articles under Article 9 stipulates that changes proposed by the Board of Trustees (article 9.2.2) will be circulated by whatever means necessary to the Student Members. This circulation must:

1.2.1. Give student members two academic weeks to submit any amendments to the proposal

Bye-Law 2

2. MEMBERSHIP OF WREXHAM STUDENTS' UNION LIMITED

2.1. Every student shall be able to relinquish their right of Membership to the Union at any time. To do this they must:

2.1.1. Do so in writing to the Students' Union President and Clerk to the University Board of Governors at any point during their course.

2.1.2. The Union President will acknowledge receipt of such a request within ten academic days in writing to the student and set out their rights as a student who is no longer a member of the Union.

2.2. Members who have opted out of the Union shall be entitled to:

2.2.1. Attend Student Members Meetings of the Union as observers only.

2.2.2. Hold membership of any Union Club, Society or Team but not hold a senior elected role (e.g Club Captain / Society President)

2.2.3. Make use of any services or facilities of the Union upon suitable proof of student status

2.2.4. Attend events organised by the Union

2.3. Members who have opted out of the Union shall not be entitled to:

2.3.1. Participate in the democratic and decision-making functions of the Union including not being able to stand or vote in any Students' Union elections including club, society or team committee members.

2.4. The Union president shall inform the University Governing Body annually of the number of students who exercise their right to opt out.

2.5. A student who has chosen to opt out may reinstate full membership of the Union by notification in writing to the Union President. If the application falls within twenty academic days of nominations opening for a Union election, the student will not be eligible to take up the full privileges of membership until the election is concluded.

2.6. Classes of Membership

2.6.1. In addition to the classes of membership detailed in the Articles, Trustees and Student Council may admit and remove from Associate Membership of the Union such persons as they deem appropriate.

2.6.2. An application for Associate Membership shall be made in a form determined, and periodically reviewed, by the Trustees.

2.6.3. Associate Membership shall be subject to such rights and obligations as the Trustees consider appropriate, provided always that such Associate Members shall not be Members for the purposes of the Articles or the Companies Acts and shall not be entitled to vote on any matter.

2.7. Associate Membership shall take the following forms:

2.7.1. **Life Membership**: Former students having successfully completed a full-time or part-time course at the University.

2.7.2. **Honorary Membership**: The Governors of the University, Members of the Students' Union Board of Trustees and former Executive Committee members who have graduated from the University.

2.7.3. **Honorary Life Membership:** As granted to individuals whom Student Council or the Board of Trustees considers to have significantly aided the Union, or Students, during their time at the University and whose dedication deserves special reward and recognition

2.7.4. **Wrexham University Staff**

2.7.4.1. Wrexham University Staff are considered associate members of the Union for the period of time for which they are employed at Wrexham University.

2.7.5. For the avoidance of doubt, associate members may:

2.7.5.1. Join a club or society

2.7.5.2. Purchase a Totum Card

2.7.5.3. Attend Union events

2.7.6. They shall not be entitled to:

2.7.6.1. Vote on any matter

2.7.6.2. Hold a committee position in a club or society

2.7.6.3. Play competitive sports for BUCS (British University and College
a. Sports)

Byelaw 3

3. CONDUCT OF REFERENDA

3.1. A Union referendum may exercise all powers which are necessary for the furtherance of the Students' Union, but a referendum will not have the power to:

3.1.1. Decide on any matters relating to Students' Union appointed staff members

3.1.2. Mandate Students' Union Officers or Trustees to break the law or contravene any Articles and Bye-Laws

3.2. In accordance with the 1994 Education Act and current charity law, the Union's Board of Trustees are legally responsible for the Union's finances. A referendum decision with financial implications for the Union does not override this legal duty

3.3. Students shall be given the opportunity to participate in referenda through an online voting system, ensuring that students across all campuses are able to vote

3.4. The Union's Referendum Returning Officer (RRO), as appointed by the Board of Trustees, shall supervise the referendum in accordance with the Articles and Bye-Laws.

Bye-Law 4

4. ORGANISATION OF STUDENT MEMBERS MEETINGS

4.1. In addition to the Annual Student Members Meeting (ASMM), a Student Members Meeting (SMM) may be called at any time by:

4.1.1. The Board of Trustees

4.1.2. If requested to do so by the members provided such a request is signed by at least 50 members having the right to attend and vote at an SMM.

4.2. The location of the SMM may be carried out at one single venue or simultaneously at a maximum of three separate venues with a video, audio or other real-time link between all of the venues. At the start of such meetings, each venue must indicate by majority vote that they are satisfied with the meeting set-up and technology.

4.3. All SMMs shall be called by either:

4.3.1. At least 14 clear days' notice

4.3.2. Shorter notice if it is agreed by the Board of Trustees

4.4. Every notice calling an SMM shall specify the place, day and time of the meeting, whether it is a general or an ASMM, and the general nature of the business to be transacted. If a special resolution is to be proposed, the notice shall include the proposed resolution and specify that it is proposed as a special resolution.

4.5. The quorum of an ASMM or SMM must be achieved in order to have any business transacted.

4.5.1. The quorum of an ASMM or SMM shall be 25 persons entitled to vote upon the business to be transacted.

4.5.2. If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum.

4.6. The chair of the Board of Trustees or in his or her absence, the Deputy Chair of the Board of Trustees shall preside as chair of the meeting. In the absence of the Chair, the Members present and entitled to vote shall choose one of their number to be chair of the meeting.

4.7. A Trustee may, even if not a Member, attend and speak at any Student Members Meeting.

4.8. The chair of the meeting may permit other persons who are not Members of the Union to attend and speak at any Student Members Meeting.

4.9. The chair of the meeting may adjourn a Student Members Meeting at which a quorum is present if:

4.9.1. the meeting consents to an adjournment;

4.9.2. it appears to the chair of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or to ensure that the business of the meeting is conducted in an orderly manner.

4.10. When adjourning a Student Members Meeting, the chair of the meeting must:

4.10.1. either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the Trustees.

4.11. If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Union must give at least seven clear days' notice of it.

4.12. No business may be transacted at an adjourned Student Members Meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

4.13. Voting at an ASMM or SMM shall follow the following regulations:

4.13.1. A resolution put to the vote of a Student Members Meeting must be decided on a show of hands.

4.13.2. On a show of hands every person present and entitled to vote shall have a maximum of one vote.

4.13.3. In the case of an equality of votes on a show of hands, the chair of the meeting shall be entitled to a casting vote in addition to any other vote he or she may have.

4.13.4. No objection may be raised to the qualification of any person voting at a Student Members Meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.

4.13.5. Any such objection must be referred to the chair of the meeting whose decision is final.

Bye-Law 4

5. ELECTIONS

5.1. **The Returning Officer**

5.1.1. The Executive shall appoint a Returning Officer on an annual basis.

5.1.2. The Returning Officer will be responsible for the conduct and administration of all elections. They shall have the sole right to interpret all elections regulations, but may delegate initial responsibility to the Deputy Returning Officer.

5.1.3. The Returning Officer may not be a member or employee of the Union or be a member of Wrexham Students' Union staff, but they may appoint an Deputy Returning Officer, who will normally be a Union staff member and will carry out delegated duties on their behalf.

5.1.4. The ruling of the Returning Officer will be final.

5.2. **When Elections Should Happen**

5.2.1. The Returning Officer shall ensure that the election of all Union Officers and Representatives takes place before the end of the spring term.

5.2.2. Within twenty (20) academic days of voting beginning, a copy of the election timetable and election bye-law will be made available to the Union membership.

5.2.3. Once elected, members shall commence their term in office from the 1st July that year and this shall expire on 30th June the following year. Flexibility of the start date due to a student's course of study will be dealt with on a case by case basis.

5.3. **How to Become a Candidate**

5.3.1. To become a candidate, the student must be a full member of the Union and have completed **both** the nomination form and manifesto document by 12 noon of the close of nominations. Both of these documents will be made available on the Union website.

5.3.2. Failure to submit a manifesto with the nomination form will invalidate the election nomination for that candidate. The manifesto must comply with the Union's Equality and Diversity policy.

5.3.3. Nominations for all positions will be open for a minimum of two (2) academic weeks.

5.3.4. Nominations will not be accepted from two or more members of the Union seeking election jointly for a single post.

5.4. **Campaigning and Publicity**

5.4.1. Candidates may spend up to the equivalent of £50 on their own resources. All resources will have a cost price determined by the Returning Officer or their assistant.

5.4.2. Candidates may not obstruct, deface or tamper with any other candidate's campaign material.

5.4.3. Candidates or members of their Campaign Team may not actively campaign in the following areas:

5.4.3.1. Wrexham Students' Union Offices

5.4.3.2. University Library

5.4.3.3. Any dedicated IT suite on campus

5.4.4. Candidates must respect any University regulations on the positioning of posters or any other campaign material.

5.4.5. Any aggressive, offensive or malicious behaviour from candidates should be reported to the Returning Officer or their assistant as a complaint which will be dealt with accordingly.

5.4.6. Current Union elected officers must not campaign whilst actively engaged on Union business and current Full Time Officers must book annual leave from their duties through the usual channels to campaign on their, or someone else's behalf.

5.4.7. Where a candidate has access to a singular opportunity or significant competitive advantage due to a personal relationship or circumstance which could be used as a campaign aid, they must either declare a cost at a level agreed with the Deputy Returning Officer or offer the opportunity to any rival candidate contesting the same position.

5.4.8. Any candidate found to be in breach of any of the above rules may, at the discretion of the Returning Officer, be disqualified from the elections.

5.5. **How Students get to Vote**

5.5.1. The Returning Officer or their Deputy shall publicise a list of candidates' manifestos, no later than two (2) academic days after the close of nominations.

5.5.2. Students vote using an online system, giving the opportunity for all students across all medians of study to vote.

5.5.3. Before being able to cast a vote online, voters shall see candidates' names and manifestos.

5.5.4. Re-Open Nominations (RON) shall be a candidate in all Union elections.

5.5.5. Voting will be by secret ballot and conducted in accordance with the rules for the operation of the alternative voting (AV) systems as defined by the Electoral Reform Society.

5.5.6. A contingency plan will be in place should there be any fault with the online system.

5.6. **Declaration of Results**

5.6.1. The Returning Officer or their Deputy shall inform the candidates when the election results will be announced and how candidates or their agents may scrutinise those results.

5.6.2. A list of successful candidates will normally be posted on the Union website within twenty four (24) hours following the declaration of results.

5.6.3. The results will be confirmed as final after twenty four (24) hours have passed providing no complaints about the count have been lodged with the Returning Officer or their Deputy. In the event of a complaint being received, the results shall remain provisional until the complaint has been resolved.

5.6.4. The Returning Officer should send a written copy of the result to the Union President, the University Vice Chancellor, Chair of the University Board of Governors and the Students' Union Board of Trustees.

5.6.5. Once the result of any election has been declared any digital records of the election should be retained by the Union or its agents for a period of six (6) months and shall remain confidential unless required by the Returning Officer and/or the University exercising their responsibilities under the 1994 Education Act.

5.7. **Complaints**

5.7.1. Any complaint concerning the conduct of a candidate or the administration of the election should be received in writing by the Deputy Returning Officer (DRO) before the close of the ballot. The role of a Deputy Returning Officer is to offer operational and day-to-day support in the running of the elections. The DRO will also enforce the election rules by making initial rulings in response to complaints and referring decisions to the Returning Officer where appropriate. If a candidate is unhappy with the initial ruling of the Deputy Returning Officer, they should then ask the Deputy Returning Officer to refer the matter to the Returning Officer.

5.7.2. Any complaint concerning the vote count of the election should be received in writing by the Deputy Returning Officer with in twenty four (24) hours of the results being read. If candidates wish to make an appeal against this, they must ask the Deputy Returning Officer to refer the matter to the Returning Officer

5.7.3. Any challenge or complaint concerning the good conduct of a candidate, administration of the election or concern of the vote count will be heard and determined by the Deputy Returning Officer within two (2) academic days of such a complaint being lodged by any full member or the candidate or their nominee.

5.7.4. In determining a resolution to the complaint, the Returning Officer, after hearing all appropriate evidence may: not uphold the complaint; halt elections for specified post(s); refer to a disciplinary panel of the Union or disqualify specified candidate (s) if, in their view, a candidate has breached election regulations or guidelines set out by the Deputy and Returning Officer.

5.7.5. The ruling of the Returning Officer on any complaint shall be final.

5.8. **Bye-Elections**

5.8.1. If any Union position falls vacant, the President in conjunction with CEO shall decide the date of a bye-election.

5.8.2. There shall be no more than two (2) bye-elections held in any academic year.

5.8.3. Bye-elections shall comply with this election bye-law with the exception of the following:

5.8.4. Within fifteen (15) academic days of voting beginning, a copy of the election timetable and election bye-law must be made available to the Union membership.

5.8.5. Once elected, members shall commence their term in office from the declaration of results (assuming no complaints are made) until the 30th June that academic year.

5.8.6. Nominations for all positions will be open for a minimum of one (1) academic week.

Bye-Law 6

6. STUDENT COUNCIL

6.1. Student Council Meetings shall be held a minimum of five times per year.

6.2. The Student Council Chair, shall chair the Student Council meetings. The Union President shall act as deputy chair.

6.3. Apologies for absence must be submitted directly to the Student Council Chair or representation and democracy staff member prior to the meeting. Members who do not submit apologies for three consecutive meetings will be deemed to have resigned and that position shall become vacant.

6.5. Upon election as a Student Council Officer, a member of the Students' Union staff team will confirm the Officer's preferred email address for official correspondence. Where an Officer does not wish to use a personal email address, the Students' Union will provide a designated Student Council email account.

6.6. Ordinary members of the Students' Union shall be entitled to attend and speak at meetings of the Student Council, but shall not be entitled to vote.

6.7. The Chief Executive Officer or other members of the staff leadership team may attend and speak at Student Council meetings but shall not have the right to vote.

6.8. Extra ordinary meetings of the Student Council shall be called by the:

6.8.1. President and Vice President;

6.8.2. Board of Trustees;

6.8.3. At the request of at least 50% of the membership of Student Council

6.9. Extra-ordinary meetings of the Student Council shall be held with no more than two weeks clear notice or less than one week's clear notice.

6.10. The quorum of the Student Council meetings shall be at least 50% of the membership (one of these being a Full Time Officer) in post at that time.

6.11. The membership of the Student Council shall be:

6.11.1. Student Council Chair

6.11.2. Students' Union President (Vice-Chair)

6.11.3. Students' Union Vice-President

6.11.4. International Students' Officer

6.11.5. Lesbian, Gay, Bisexual & Transgender + (LGBT+) Campaigns Officer

6.11.6. Sustainability Campaigns Officer

6.11.7. Postgraduate Students' Officer

6.11.8. Welsh Language Campaigns Officer

6.11.9. Degree Apprenticeships Officer

6.11.10. Student at Partner Institutions' Officer

6.11.11. Women's Officer

6.11.12. Equality, Diversity, and Inclusion Officer

6.11.13. St Asaph Officer

6.11.14. Northop Officer

6.11.15. Regent Street Officer

6.11.16 Mature Student / Parent / Carer Officer

6.11.17 Online Students Officer

6.12. The non-exhaustive order of business at a Student Council Meeting shall be:

6.12.1. Minutes of the previous meeting

6.12.2. Matters Arising

6.12.3. President and Vice President Update

6.12.4. Part Time Officer updates

6.12.5. Specific items of business relating to campaigns, policy or officer accountability

6.12.6. Board of Trustees quarterly report

6.13. The Chair of Student Council will not debate at Council but will have the same voting rights as any other member. In the case of an equality of votes a show of hands or in a poll, the Chair Student Council shall be entitled to a casting vote in addition to any other vote he or she may have.

6.14. All Student Council meetings shall be held both online and in-person to allow all student representatives, from across campuses and remote study, to have access to the meeting.

6.14. Any motions or items of business must be submitted to the Student Council Chair at least seven days before the next meeting of the Student Council.

6.15. Any motions submitted after this deadline shall be accepted at the discretion of the chair of the committee.

Bye-Law 7

7. STUDENT COUNCIL ROLE DESCRIPTIONS

7.1. Where a student council role is for a particular demographic or liberation group, any individual standing to represent that group must self-define or belong to that group. For the avoidance of doubt, the;

7.1.1. International Students' Officer must be an international student

7.1.2. Lesbian, Gay, Bisexual & Transgender+ (LGBT+) Students' Officer must self-define as LGBT+

7.1.3. Postgraduate students' officer must be a postgraduate student

7.1.4. Welsh Language Campaigns Officer must be able to speak Welsh fluently

7.1.5. Students at Partner Institutions Officer must be based at a partner institution

7.1.6. Degree Apprenticeships Officer must be on a Degree Apprenticeship programme

7.1.7. Women's Officer must self-define as a Woman

7.1.8. Student at St Asaph Officer must be based at St Asaph

7.1.9. Student at Northop Officer must be based at Northop

7.1.10 Student at Regent Street Officer must be based at Regent Street

7.1.11 Mature Student / Parent / Carer Officer must be Over 25

7.1.12. The Online Student Officer must be a student of Wrexham University who studies entirely through remote or online delivery and does not attend on-campus teaching.

7.1.13. The Student Council Chair, Equality, Diversity and Inclusion Officer and Sustainability Officer simply need to be full members of the Students' Union

7.2. All basic Student Council role descriptions shall be as follows:

7.2.1. To be a member of and attend meetings of Student Council

7.2.2. To represent the views of the students in their particular area

7.2.3. To campaign on issues in their particular area

7.2.4. To consider policy around students in their particular area

7.2.5. Where applicable to liaise with NUS and other local and national officers in their area

7.2.6. Where applicable to sit on certain University committees which concern their area

7.2.7. To act reasonably and prudently in all matters and in the best interests of the Students' Union

7.2.8. The Student Council Chair, in addition shall chair the Student Council meetings and be responsible for ensuring that Student Council meetings are held in accordance with the Articles of Association, Bye-Laws and policies of the students' union. The Student Council Chair will be responsible for setting the agenda and chasing up outstanding actions. The chair will inform members of developments within Student Council and will shall remain in post until for two year or until they have finished they programme of study, whichever comes first

7.3. The Students' Union President, Vice President and Student Council Chair shall work with the Student Council members each year to ensure they are able to fully engage in the specific areas

7.4. Any individual may only hold one position on student council at any one time

Bye- Law 8

8. Full Time Officers

8.1. The Full Time Officers of the Students' Union shall be:

8.1.1. Students' Union President

8.1.2. Students' Union Vice President

8.2. They shall be elected annually in accordance with Bye-Law 5 and the 1994 Education Act

8.3. The term of office shall run from 1st July to 30th June each year

8.4. Full Time officers will be remunerated for their time in office and shall be considered employees of the Students' Union. This remuneration shall be monthly via BACS.

8.5. The Full Time Officers shall be trustees of the Students' Union, the President being the Chair.

8.6. **The role description of the President is as follows:**

8.6.1. Prior to taking office, each Sabbatical Officer shall work with the Chief Executive Officer to agree a set of Key Performance Indicators

8.6.2. Be a member of and the Chair the Board of Trustees meetings

8.6.3. Be a member of Student Council

8.6.4. Be the line manager of the Chief Executive Officer

8.6.5. To be a member of the University Board of Governors and chosen Sub Committees.

8.6.6. To fully participate in University committee cycle by attending designated committees, groups and boards.

8.6.7. Act as the public face of the Students' Union and the primary representative of the Students' Union, seeking to engage as many students in the Union as possible.

8.6.8. Be responsible for the Students' Union relations with the National Union of Students and lead delegations to the NUS annual conference, regional conferences and any other relevant student conferences and report back to the Union.

8.6.9. Working with NUS to promote Campaigns to ensure circulation with students, and with the support of Full Time Staff

8.6.10. Build links between the Students' Union and local and national bodies.

8.6.11. Leaise with the University and the Student Union Communications department on any media enquiries.

8.6.12. Be responsible for upholding all policies and procedures of the Students' Union including the Memorandum and Articles.

8.6.13. Sabbatical Officers to uphold both the values and the mission of the Student Union, and act in a way which reflects this.

8.6.14. Engage and participate in the development of the University's Student Representative System.

8.6.15. Regularly engage with Students to gather feedback and inform representative work.

8.6.16. For the avoidance of doubt, the President does not have to be able to speak Welsh to fulfil the role. However, they are expected to be the key advocate of the Welsh Language campaign. In the event of there being no Welsh Language Officer elected the President will delegate the responsibilities of that role to the person in the best position to represent the Welsh Language.

8.6.17. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

8.6.18. The Officer shall maintain an informed understanding of developments within the higher educational sector and ensure that relevant national, regional, and sectorwide issues are communicated to, and represented on behalf of, students within the Union and in discussions with the University.

8.6.19. Leading Wrexham Students' Union on Student Campaigns.

8.6.20. The Officer shall maintain close and professional working relationships with the University, in order to represent students' interests, contribute to institutional decision making, and support constructive partnership between the Students Union and the University.

8.6.21. It is expected that the President will report to Student Council, and if the Council Chair is inaccessible on or outside of Council Meeting Hours, the responsibilities of the chair fall on the President.

8.6.22. Regularly engage with Students to gather feedback from all sites and provisions of learning.

8.6.23. Champion other Full-Time Officers to ensure a cohesive Team.

8.6.24. Ensure that Wrexham Students' Union and the University work collaboratively to provide opportunities for students to develop and maintain social connections.

8.6.25. Sabbatical Officers are expected to fulfil the working hours as set out in the contract of employment.

8.7. **The role description of the Vice-President is as follows:**

8.7.1. Prior to taking office, each Sabbatical Officer shall work with the Chief Executive Officer to agree a set of Key Performance Indicators

8.7.2. To be a member of the Board of Trustees

8.7.3. To be a member of the Student Council

8.7.4. To be a member of the University Board of Governors, and chosen Sub Committees.

8.7.5. To fully participate in University committee cycle by attending designated committees, groups and boards.

8.7.6. Build links between the Students' Union and local and national bodies.

8.7.7. The Sabbatical Officer shall act as a formal representative of Student perspectives and student experience.

8.7.8. Working with NUS to promote Campaigns to ensure circulation with students, and with the support of Full Time Staff.

8.7.9. Engage and participate in the development of the University's Student Representative System.

8.7.10. Leaise with the University and the Student Union Communications department on any media enquiries.

8.7.11. Act reasonably and prudently in all matters, and in the best interests of the Students' Union.

8.7.12. Sabbatical Officers to uphold both the values and the mission of the Student Union, and act in a way which reflects this.

8.7.13. The Officer shall maintain an informed understanding of developments within the higher educational sector and ensure that relevant national, regional, and sectorwide issues are communicated to, and represented on behalf of, students within the Union and in discussions with the University.

8.7.14. Leading Wrexham Students' Union on Student Campaigns.

8.7.15. The Officer shall maintain close and professional working relationships with the University, in order to represent students interests, contribute to institutional decision making, and support constructive partnership between the Students Union and the University.

8.7.16. The Officer is expected to report to Student Council.

8.7.17. The Officer is expected to attend the AMM.

8.7.18. Regularly engage with Students to gather feedback from all sites and provisions of learning.

8.7.19. Champion other Full-Time Officers to ensure a cohesive Team.

8.7.20. Ensure that Wrexham Students' Union and the University work collaboratively to provide opportunities for students to develop and maintain social connections.

8.7.21. Sabbatical Officers are expected to fulfil the working hours as set out in the contract of employment.

Bye-Law 9

9. TRUSTEE RESPONSIBILITIES

9.1. In accordance with the articles, the Trustees are responsible for the management and administration of the Union, ensuring the Union remains legally compliant and solvent.

9.2. The Trustees have overall responsibility for the day-to-day management of the Union though this may be delegated as illustrated in the Students' Unions Statement of Delegation.

9.3. The Trustees are directors of the Union under company law and charity trustees under charity law.

9.4. Student trustees shall remain in office for two years, commencing on their date of appointment. They shall cease to be a trustee either after two years has elapsed or they cease to be a student, whichever occurs first.

9.5. Lay trustees shall remain in office for four years commencing from the date of their appointment.

9.6. Should a Full Time Officer Trustee resign from their post before the commencement of the academic year, their position may be re-elected. Should they resign after the start of the academic year, their role, including their role as a trustee shall remain vacant for the remainder of that year.

9.7. Wrexham Student Union will follow our Financial Regulations & Procedures set out by the CEO and approved by the Board of Trustees. Wrexham Students Union will also follow the Schedule of Delegated Authority (SODA).

9.8. Trustees shall be reimbursed for any out of pocket expenses for fulfilling their role. The details of this can be found in the Students' Unions Expenses Policy.

Bye-Law 10

10. EXECUTIVE COMMITTEE

10.1. The Executive Committee shall be made up of the leadership team of the Students' Union, The leadership team will consist of the President, Vice President, Chief Executive and the Head of Membership Services

10.2. The Executive Committee shall meet at least monthly and discuss actions which have been mandated to them by the Board of Trustees or Student Council.