

POLICY BYELAW

This Byelaw describes the process and procedures for the submission of student ideas.

Capitalised terms used but not defined in these Byelaws shall have the meaning given to them in the Articles of Association of the Union adopted with effect from 2 January 2023

GENERAL

1. In accordance with the Articles, “**Policy**” means representative and campaigning policy set by a Referendum or by the Union Assembly in accordance with Article 15 and Article 45 respectively or by the Student Members at a Student Members’ Meeting.
2. The Policy of the Students’ Union shall be governed by its Student Members.
3. Subject to Article 28.3, Policy can be overruled by a body or procedure of higher status. The Policy-making bodies and procedures of the Students’ Union are as follows, in order of authority, starting with the highest:
 - 3.1. Board of Trustees;
 - 3.2. Referenda;
 - 3.3. Student Members; Meetings; and
 - 3.4. Union Assembly.
4. Policy cannot be proposed for consideration if it contravenes an existing Policy made by a higher Policy-setting body or procedure unless the proposal is approved by a two thirds majority vote of the Union Assembly.
5. Amendments to Byelaws are not classed as Policy and shall continue in force until amended by Union Assembly and the Board of Trustees in accordance with the procedure set out in the Articles and Trustee Board Byelaw.

6. All Policy shall be reviewed at the start of the academic year in which the third anniversary of adoption of that Policy falls. If a Policy is not renewed or replaced prior to the third anniversary of adoption, such Policy shall lapse and cease to be a current Policy of the Students' Union. All lapsed Policies shall be archived.
7. Any vote concerning the renewal of Student Policy must follow a debate, held in the normal manner, as set out in the Procedure for Student Assembly.
8. For all Policies that are current, a Full Time Officer sponsor will be appointed by Union Assembly and a progress report from the Policy sponsor is required to be submitted to Union Assembly meetings throughout the academic year, at a frequency as specified by the Union Assembly for each Policy item. For the avoidance of doubt, this should happen a minimum of once a year.
9. When a Policy is approved, the details of it shall be sent to all Students' Union staff via electronic correspondence.
10. The Student Voice staff team shall be responsible for maintaining a register of Policy and expiry dates in respect of each Policy. The Student voice staff team shall ensure that Chair of the Union Assembly is provided with details of any Policies due for review, in accordance with the provisions of this Byelaw.
11. The Students' Union will publish a record of all Policy on its website.

VERSION	2023:1
APPROVED BY UNION ASSEMBLY:	January 2023
APPROVED BY TRUSTEE BOARD:	January 2023
DATE OF NEXT REVIEW:	January 2024