

University of Cumbria Students' Union

Bye-Law 2: Trustees

1. Dates of Terms of Office

1.1. Sabbatical Trustees shall commence their term of office on 1st July and end usually on 30th June.

1.2. Student Trustees shall commence immediately following their appointment and shall remain in office for a full calendar year.

1.3. External Trustees shall commence immediately following their appointment and shall remain in office for a maximum of four calendar years.

1.4. All terms of office are subject to the terms for removal or resignation detailed in the Constitution and Bye-Laws.

2. Code of Conduct

2.1. It is the responsibility of all Trustees to:

i) Act within the Constitution, Bye-Laws, Union Policy, and the law: being aware of the contents of the Constitution, Bye-Laws, Union Policy, and the law as it applies to the Union.

ii) Act in the best interests of the Union as a whole: considering what is best for the organisation and its Members and avoiding bringing the Union into disrepute.

iii) Manage conflicts of interest effectively: registering, declaring, and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.

iv) Respect confidentiality: understanding what confidentiality means in practice for the Union, the Board of Trustees, and the individuals involved with it.

v) Have a sound and up-to-date knowledge of the Union and its environment: understanding how the Union works and the environment within which it operates.

vi) Attend meetings and other appointments or give apologies: considering alternative arrangements if regularly unable to attend meetings of the Board of Trustees and relevant sub-committees.

vii) Prepare fully for meetings and all work for the Union: reading papers, querying anything you don't understand, and thinking through issues in good time before meetings.

viii) Actively engage in discussion, debate, and voting in meetings: contribute positively, listen carefully, challenge sensitively, and avoid conflict.

ix) Act jointly and accept a majority decision: making decisions collectively, standing by them, and not acting individually unless specifically authorised to do so.

x) Work considerately and respectfully with all: respecting diversity, different roles, and boundaries, and avoiding giving offence.

Trustees are expected to honour the content and spirit of this code.

3. Appointment of the Deputy Chair of the Trustee Board

3.1. As indicated in the University of Cumbria Students' Union Constitution, there shall be a Deputy Chair of the Trustee Board.

3.2. The term of office runs from the point of election through to the end of the Sabbatical Year, usually 30th June.

3.3. The Wellbeing Lead Officer shall be the Chair of the Trustee Board.

3.4. The role of the Deputy Chair shall be:

i) To support the Wellbeing Lead Officer as Chair and, under their direction, assist in the administration of the Trustee Board and its meetings.

ii) In the temporary absence of the Chair, run the Trustee Board.

iii) In the event of the resignation, removal from office, or other permanent absence of the Wellbeing Lead Officer as Chair, oversee the election of a new Chair from the remaining Officer Trustees. For the avoidance of doubt, the only action to be taken by a Deputy Chair in the eventuality of there being no permanent Chair is to oversee the election of a new Chair from amongst the remaining Officer Trustees.

3.5. The Deputy Chair shall be elected by the Trustee Board at the first full meeting with quorum in each year (where a year is defined according to an Officer Trustee term of office).

3.6. Any External Trustee may stand as a Deputy Chair candidate and must announce their candidacy when prompted by the Chair in the election process.

3.7. Each candidate shall then be given the opportunity to address the Trustee Board to explain why they wish to hold this office and may, if they so choose, answer any reasonable questions regarding their candidacy.

3.8. The Deputy Chair shall be elected by secret ATV ballot administered by the Chair or a duly appointed neutral official. The election shall occur in line with the following regulations:

i) Re-open Nominations shall be a candidate.

ii) All members of the Trustee Board shall vote, including the Chair.

iii) The count and announcements of results shall be conducted by either:

a) The Chair and a Trustee who was not a candidate;

b) Or a neutral official and a non-candidate Trustee.

iv) All candidates have the right to scrutinise the counting process; this, however, shall be the only right of appeal against the count.

v) In the event of a tie, the winner shall be decided by a coin toss in accordance with Electoral Commission guidelines.

vi) The duly elected Deputy Chair shall take office immediately.